

**2003**

**J-200/400/600 SOFTWARE USER GUIDE**

(2003-04 BUDGET AND INTERIMS)

(2002-03 UNAUDITED ACTUALS AND MATRIX)

(2004-05 FUTURE YEAR BUDGET)



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# J-200 Software User Guide

## GENERAL GUIDELINES

The 2003 *J-200/400/600 Software User Guide* is recommended reading for all school district, county office of education (COE) and joint powers agency (JPA) users. New users may want to review more of the guide than experienced users. ALL users should read the “**OVERVIEW**” section for news on this year’s changes and how to avoid past problems.

As we move to full implementation of the standardized account code structure (SACS), we anticipate fewer changes to the J-200 financial reporting software; only those changes necessary to implement new or revised laws or regulations and to maintain proper functionality will be made.

The **QUICKSTART** section (see page 3) was developed for people with experience in the J-200/400/600 financial reporting software. It gives a very brief outline of how to install and operate the system. If you are in doubt about using **QUICKSTART**, do not use it. Instead, read the **WHAT’S NEW** on page 1 and **PITFALLS TO AVOID** on page 5, then continue with **INSTALLING THE SOFTWARE** and **CONFIGURING THE SOFTWARE** which begin on page 10.

We suggest you quickly review the Table of Contents beginning on the next page to see how the user guide is organized.

### User Guide Ground Rules

- The forms for school district funds are numbered in the 200s, and their supplementary forms in the 200s and 300s. County offices of education use the 400 and 500 series, while joint powers agencies use the 600 and 700 series. For a complete listing of the forms included in the software, please see J-200/400/600 Forms List (Attachment G, page 79).
- References in this manual to the J-200/400/600 forms or software will be shortened to J-200 for ease of reading but, unless specified otherwise, are equally applicable to the county offices of education and JPAs as well.
- Joint powers agencies should follow the instructions for school districts, substituting the 600 and 700 series of numbers for the corresponding 200s and 300s. Note that in the General Fund of a JPA, there is no separation between unrestricted and restricted programs, since all of their operations are directed to specific programs.
- Most items in the user guide are applicable to both school districts and county offices of education. Where there are differences, items applicable to county offices of education are *italicized*.

### Software Availability

The software is available on our Web site at: <<http://www.cde.ca.gov/fiscal/software>>.

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# J-200 Software User Guide

## OVERVIEW

### WHAT'S NEW!

Listed below is a summary of the changes made to the J-200 software this year. For additional information on each of the changes, refer to the relevant sections of this user guide and the *J-200 Instruction Manual*.

#### **Revised Forms**

##### **Attendance Forms**

District Only

- Revised the heading for Summer School – Hours of Attendance to Supplemental Instructional Hours, to reflect the broader scope of summer school

##### **Federal, State and Local Categorical Forms**

- Deleted Distribution of Per ADA Allocation (Line 2c) from the State Ending Balances and State Deferred Balances worksheets to reflect changes in Section 12.40 of the Budget Act of 2002-03

##### **Change Order Form**

- Updated with CDE's new address

##### **Criteria and Standards Forms**

District Only

- Included line 25 of J-200A (line 22 of J-250A) in ADA, deficit spending and reserves calculations in the First Tier so charter school ADA from all charter school districts are factored in when determining compliance with Criteria and Standards reserves, deficit spending, and ADA criteria

*County only*

- *Deficit Spending and Reserves thresholds were adjusted based on the prior year's 2% COLA, per the Criteria and Standards*

Interim only

- Within the Status of Employee Salary and Benefit Negotiations section, added the "If settled" section, as is in the budget forms

##### **Revenue Limit Summary Forms**

District Only

- Removed the Charter Schools section (heading and lines 41a and 41b) since the technical review checks were revised to exclude charter schools

##### **Special Education Revenue Allocations Form**

Updated to reflect changes in the 2002-03 P1 SELPA Special Education Funding Exhibit

# J-200 Software User Guide

## OVERVIEW - continued

### Technical Review Checklist

- **Check 3.a. Revenue Limit Sources** – Revised to exclude Charter Schools Entitlement (Object 8015) for J-201 instead of adding it in for J-210, and also to work for both Basic Aid and non-Basic Aid districts

### **Printer—Note:**

Once again, the printer drivers provided in the J-200 software have not been changed and, will not be changed for the duration of the software. (The J-200 software will be discontinued after full implementation of the standardized account code structure [SACS], full implementation is expected by 2003.) We have found, however, that most new printers will run with the drivers provided. The following printer drivers seem to be the most reliable if your specific printer is not available: Epson FX-286, Epson FX-100, or IBM Graphics printer for a dot matrix printer, HP Laserjet Series II for a laser printer, or Epson LQ-2500 for SoftWindows users. (You may also check your printer manual or contact the vendor for printer emulation information.)

# J-200 Software User Guide

## QUICKSTART

**Power users of computers** who used this software in previous years **may** find this page enough to get started! However, be sure to **read PITFALLS TO AVOID beginning on the next page!**

**All others:** Please follow the detailed instructions for installing and configuring the software beginning on page 10.

### SOFTWARE INSTALLATION

If you want to save last year's PROGRAM files, copy or back them up to floppy disks or make sure you have last year's installation disks before you begin the installation. Last year's PROGRAM files (if they exist in last year's J200 default directory) will be overwritten during this year's installation.

This installation will be overwriting your PROGRAM files but not your data files. Your data files will be left in last year's subdirectory and used for the extraction portion of this year's process.

**Please note:** This year you must download the software from our Web site. You must copy the files within each folder to two separate disks for installation. You cannot install the J-200 from the files in the directory on your hard drive. Copy the contents of the downloaded Disk1 and Disk2 folders to two 3 1/2" high-density diskettes. Do not copy the folders, only copy the files within each folder.

To begin the installation of this year's software insert Disk 1 of 2 in drive A: (or B:).

At the DOS prompt, type:

**A:INSTALL (or B:INSTALL)**

Press **Enter**

and follow the instructions on the screen. You will be prompted to insert Disk 2. For default installation on C: drive, simply press the **Enter** key throughout the install.



# **J-200 Software User Guide**

## **QUICKSTART - continued**

### **RUNNING THE SOFTWARE**

During installation the batch file J200.BAT is installed in your root directory as well as C:\J200 directory. In addition, there are two pif files installed in the C:\J200\ directory; J200WIN.PIF for windowed operation and J200FULL.PIF for full screen operation.

The software has been successfully run and reports printed on a PowerPC. For further information, see the Software Questions and Answers (Attachment B, page 54). To start the program type "J200" at the DOS prompt and press **Enter**.

# J-200 Software User Guide

## PITFALLS TO AVOID (PLEASE READ !!!)

This is the most IMPORTANT information in this user guide. It will help you avoid the most commonly encountered problems.

### COMMON PROBLEMS REPORTED IN SOFTWARE PHONE CALLS

✓ **Problems with printing reports**

Problems resulted because (1) your printer was not on the list of printers in the J-200 program, (2) you were using a shared printer, or (3) you have Windows 95, Windows 98 or Windows 2000 and your printer was not set up properly.

The software utilizes print drivers for printing. As such, over 400 printers are available for printing. We have included the most popular drivers in the software; however, if your printer is not included in the software, contact your county office for the proper driver file. For a listing of all print drivers and those included in the software, turn to Print Driver Listing (Attachment D, page 66).

**NOTE:** We have been unable to obtain updates to the print drivers for the past several years; however, most new printers will run with the drivers provided in the software. Check your printer manual or contact the vendor for printer emulation information.

If you are experiencing printing problems on a local area network, contact your network administrator. For information on other potential software problems, read the Software Questions & Answers (Attachment B, page 54).

✓ **Memory conflicts/out-of-memory problems**

Memory conflicts occur mainly with those computers that are connected to the county's mainframe system via software. If this is your configuration, and you have experienced problems with the software, the safest course of action is to warm boot your computer before starting the J-200 software. To do this, hold down the **Ctrl** and **Alt** keys and press the **Del** key.

Users sometimes run out of memory, particularly when running the Technical Review Checklist (TRC). Increasing the amount of available Random Access Memory (RAM) can be a complicated process, involving memory manager programs and the re-configuration of your computer's start up files. The easiest solution is to consult your nearest PC administrator and request that at least 491K RAM be made available on your computer. If your administrator is not available, you can read your DOS manual regarding LOADHIGH options and try to increase the amount of available RAM (not applicable to Windows 95 or above). The first option may be much safer.

# J-200 Software User Guide

## PITFALLS TO AVOID (PLEASE READ !!!) - continued

### ✓ **Problems related to data input using cents**

In the past, problems resulted that were related to the use of cents in the software. The basic rules still apply: **It is always preferable to input whole dollars. However, if you do use cents, use it for all funds and forms. Do not switch modes.**

## SUBMISSION OF UNAUDITED ACTUALS DATA ON DISK

Overall, unaudited actuals disk processing has improved greatly over the years. To ensure this trend continues, please check for the following before submitting your disk(s):

### ✓ **Readable data disks**

Data disks may be unreadable because they were improperly formatted or were corrupted when data files were copied to them. Check to see that your disk(s) can be read before submitting to the state.

### ✓ **Data disks in the proper format**

Our automated disk-processing program looks for certain information on the data disks you submit. If the information is missing or not in the proper format, you may have to submit a revised disk. The following are some reasons a disk may not be acceptable:

- Multiple, invalid or no directory on disk.
- Data not run through the "Export to State" option.
- No data files on disk.
- Last year's data files sent instead of this year's.
- Required files not on disk.
- Data files prepared in the wrong process mode.

**DATA DISKS NOT IN THE PROPER FORMAT MAY NEED TO BE RESUBMITTED**

Awareness of the problems and appropriate corrective action on your part is vital to avoid having to resubmit your data disks. See EXPORT DATA TO STATE on page 48 for detailed information on submission requirements.

## TECHNICAL REVIEW CHECKLIST

An important part of the Technical Review Checklist (TRC) is the explanations that should accompany uncorrected exceptions. As with last year's disk processing, the processing of the TRC was much cleaner than in previous years. However, we must again emphasize the following information related to TRC processing:

# J-200 Software User Guide

## PITFALLS TO AVOID (PLEASE READ !!!) - continued

All exceptions displayed on the automated TRC must either be corrected (in the “source” forms) or explained before the TRC is submitted to the state. After correcting all the “exceptions” possible, re-run the TRC, (be sure to choose (E)xtract, not (M)odify), and explain all remaining “exceptions.” Explanations are entered by pressing **F4** at the exception to open a message screen. (NOTE: Unanswered Yes/No questions will generate an exception, as will a “No” response.)

- **If no explanation is given, you will be unable to export your data to the state; the export process verifies that all exceptions have been corrected or explained.**

If the TRC records any errors or uncorrected/unexplained exceptions, it will warn you:

**VALIDATION ERRORS/EXCEPTIONS EXIST!!!**

Correct the errors/exceptions within your files or provide an explanation through the use of the **F4** key.

# J-200 Software User Guide

## INSTALLING THE SOFTWARE

### HARDWARE AND SYSTEM REQUIREMENTS

Your system must meet the following requirements:

- IBM-compatible computer using MS-DOS or PC-DOS version 3.XX or higher.
- 5 Megabytes of disk space available on the hard drive.
- 491 Kilobytes of available Random Access Memory (RAM) after DOS and other applications are loaded.

The J-200 software can be used on most local area networks (LANs). If you are installing on a local area network, see Attachment F, page 78 for further instructions.

### SOFTWARE REQUIREMENTS

The following decisions must be made prior to beginning the installation:

- ✓ **On which drive will the program (system) files be installed?**  
The default is “C”, but any other hard drive can be used (e.g., “D”, “E”, etc.).
- ✓ **What directory will be used to store the program (system) files?**  
The default is “J200”, so the complete default directory path will be “C:\J200”. Any other drive and existing directory name can be used.
- ✓ **On which drive will the data files be stored?**  
The default is “C”, but any other drive can be used (e.g., “D”, “E”, etc.).
- ✓ **What directory will be used to store current year data files?**  
The default is “0304DATA”, so the complete default directory path will be “C:\J200\0304DATA”. Any other existing directory name can be used.
- ✓ **What directory was used last year for storing your data files?**  
The default is “0203DATA”, so the complete default directory path will be “C:\J200\0203DATA”. Any other existing directory name can be used.
- ✓ **What directory should be used for storing your future budget year data?**  
The default is “0405DATA”, so the complete default directory path will be “C:\J200\0405DATA”. Again, any other existing directory name can be used.

# J-200 Software User Guide

## INSTALLING THE SOFTWARE - continued

### LOADING THE SOFTWARE

This installation will be overwriting your PROGRAM files only, not your DATA files. Your 2002-03 Criteria and Standards data files will be used for extraction in this year's process. If last year's data files no longer exist on your machine, and you have them available, we highly recommend that you restore your DATA files to a directory named "J200\0203DATA\" to take advantage of the prior year data extraction feature.

If you want to save last year's PROGRAM files, copy or back them up to floppy disks before you begin the installation.

This year's J-200 software must be downloaded from our Web site, and will fit on two 3½" High Density disks. You must install the J-200 using disk(s), not from your hard drive. As a precaution, we recommend that you make a backup copy of the master disks and store the master disks in a safe place.

The installation procedures for the J-200 software are similar to past years. To begin the installation, place disk 1 of 2 into either the "A" or "B" drive. Type the following command at the "C" prompt (or any alternate drive that you will be loading to):

**A:INSTALL (or B:INSTALL)**

press the **Enter** key, then follow the on-screen instructions. You will be prompted to insert Disk 2.

**Note: You must install the J-200 using disk(s).**

As the installation progresses, on-screen prompts will guide you through the process.

# J-200 Software User Guide

## CONFIGURING THE SOFTWARE

The first time you run the software, it will ask you for information needed to establish your district or county configuration file and the system configuration file that defines your computer system. This information will only be requested the first time you install the software. However, it can be updated at any time.

### STARTING THE SOFTWARE

To start the software, at the DOS prompt type “j200” and press the **Enter** key. The Current Configuration Screen will appear. As you fill in the fields (see below), press **Enter** or **Tab** to move to the next entry field. Press the **Shift** and **Tab** keys together to move to the previous entry field. The bottom line of the data entry screen will tell you what information is needed, depending on what field your cursor is in.

### CURRENT CONFIGURATION SCREEN

#### LEA Configuration

The upper two sections of the screen request information regarding your LEA and your processing status. As you enter the information, the software will create your LEA configuration file named “dccxxxxx.cfg” where “d” indicates data file, “cc” is the county code, and “xxxxx” is the five-digit district code:

#### CDS Code

- Enter your two-digit county code. **Check to see that the correct county name appears on the screen after you enter the code.** (Pressing **F2** in this field will list those CDS codes that have already been created, such as when a county office has multiple district CDS codes in their data file directory.)
- Enter your five-digit district code found in the California Public School Directory. For example, the code given in the directory for Lakeport Unified School District of Lake County is 17-64030. Within that extended code, 64030 is the district code. Check to see that the correct LEA type (County, District, or JPA) is automatically displayed, and that the District Name field is correct.

The first time you enter your complete CDS code you will receive the message: “This CDS Code’s Configuration File is not on this data path! Do you want to create it?” The default is no, so you must type Y to create your configuration file. This prompt is to avoid creating improper CDS codes and data paths.

# J-200 Software User Guide

## CONFIGURING THE SOFTWARE - continued

**Note:** Joint Powers Agencies should have their own unique five-digit district code in the 40000 series. Do not use a district's 60000 or 70000 code or the Regional Occupational Center or Programs' 74000 numbers listed in the 2001 *California Public School Directory*. If you need a JPA CDS number, contact the School Fiscal Services Division at (916) 322-1770.

### **Type (of LEA)**

The software will automatically enter District, County, or Joint Powers Agency. This determines what series of funds and supplemental forms will be used for creating the reports.

### **District Name/County Name**

The software will automatically enter your LEA's name and county, as it will appear on your reports.

### **Process Mode**

The following entry fields identify the type of data to be entered. You will be selecting different process modes throughout the year, depending on what forms you are filling out.

### **Process Mode**

Indicate which of the following process modes you want to work with:

- ☐ 1 July 1 Budget
- ☐ 2 September 8 Budget
- ☐ 3 Unaudited Actuals
- ☐ 4 Interim Reports
- ☐ 5 Matrix
- ☐ 6 Future Year (2004-05)

### **Budget Adoption Type**

Indicate (S)ingle or (D)ual Budget adoption cycle for the 2003-04 budget you are preparing (adoption type was chosen as per *Education Code*, Section 42127(1)[1622(e)] requirements).

### **Estimated or Unaudited Actuals**

This field will automatically display "Estimated" for the July 1 Budget adoption and "Unaudited" for the Unaudited Actuals reports. For the September 8 Budget, the user must indicate whether the actuals data is Estimated or Unaudited.



# J-200 Software User Guide

## CONFIGURING THE SOFTWARE - continued

### System Configuration

The third section of the screen contains entry fields for establishing the system configuration file necessary for the software to run. This information will be written to the file called "FDEM.CFG".

#### Input and Print Cents

All amounts are rounded to the nearest whole dollar in the state's databases. However, many LEAs find it more convenient to input exact amounts. The software allows data entry in either mode, but switching between modes will cause an out-of-balance situation because the cents will be truncated. The safest course to avoid problems is to choose one mode and stick with it.

CAUTION: Switching from cents mode to whole dollars mode will cause rounding errors and loss of integrity of data.

#### Printer

A listing of the printers installed in the software can be viewed by pressing the **F2** key, followed by the **Enter** key twice. (Before pressing the **Enter** key for the first time, be sure the path displayed is C:\J200\PRINTERS or, instead of J200, the directory name in which your system files are stored.) Use the **↑** or **↓** key, **PgUp**, **PgDn**, or mouse (clicking at the top or bottom of the Printer Selection Menu) to scroll through the printer names. Press the **Enter** key to select your printer. The printer port will automatically default to LPT1. If this is not correct, you may change the printer port by pressing the **F2** key, make your selection, then press the **Enter** key. If you are unsure of the printer port, try LPT1.

If the **F2** listing in the software does not contain your printer, check the Print Driver Listing (Attachment D, page 66) to see if your printer is on the list of available print drivers. If it is, you may either contact your county office to obtain a disk containing the appropriate print driver file or download the file from our Internet FTP site (see page i for the site address). If not, check your printer manual or contact the vendor for printer emulation information.

When the disk containing your print driver is received from the county office, place it in your disk drive (A or B) and, from the Current Configuration Screen, press **Y** to Modify Configuration, **↓** to the "Printer:" section, then press **F2**. At the prompt for the "Path name for printer files:" be sure the path displayed is C:\J200\PRINTERS or, instead of J200, the directory name in which your system files are stored, then press the **Enter** key (this tells the software where to load the new print driver). At the question "Do you want to load drivers from a floppy?," answer **Y**, then enter the appropriate floppy (disk) drive letter (A or B) and press the **Enter** key. Highlight the printer you want to add to your software by using the **↑** or **↓** key,

# J-200 Software User Guide

## CONFIGURING THE SOFTWARE - continued

**PgUp**, **PgDn**, or mouse (clicking at the top or bottom of the Printer Selection Menu) to scroll through the printer names. Press the **Enter** key to select your printer. Press **Esc** when you are finished adding your printer.

### **Form Size**

Standard paper width is 8.50 and length is 11.00 (8½ x 11). You can change the size to print on various size printers and papers, including wide-carriage printers with wide paper.

### **Print Status**

Select N for printing your “Normal” completed reports or B for printing “Blank” forms. (An F for “Formulas” is also available; however, it is a system function and is not applicable to data entry.)

### **Print as of Date**

You may leave this blank or enter the date you want to appear in the heading of each printed form. Note that the date will automatically be left blank when printing blank forms. During the printing process, you will have a separate option to “date stamp” your documents to show the actual date and time the forms are printed. This is recorded by the internal clock of your computer. If your computer’s clock is incorrect, see page 61, question 15 for a “question and answer” that addresses this.

### **Disk Data Path**

The data path is the directory where the J-200 data files will be stored, for instance “C:\J200\0304DATA\”. Press the **Enter** key to accept the default, or if you prefer to store the data files in another existing directory or drive, enter the directory path here.

The first time you enter the data path (or accept the default) you may receive the following message: “There are no configuration files on the specified path! Are you sure you want that path?” The default is (N)o, so you must type (Y)es to accept this data path, if it is correct. This prompt is to avoid creating improper data paths.

When all of the entries on this screen have been completed, press the **Esc** key to record them in your configuration file. The following two files will have been created:

- FDEM.CFG contains the system information. This file is stored in the directory where your program files are located, usually C:\J200.
- “dccxxxxx.cfg” contains the information identifying the LEA. The “d” indicates data files, “cc” is the county code, and “xxxxx” is the five-digit district code. This file is stored in the directory you specified for storage of data files. (The default is C:\J200\0304DATA\.)

# J-200 Software User Guide

## CONFIGURING THE SOFTWARE - continued

If additional changes are needed to your LEA's configuration, you may make them from the Current Configuration Screen or, if changes are needed to your paths or display, from the Configure System option on the Main Menu (see page 10).

### ADDITIONAL SYSTEM CONFIGURATION OPTIONS

"Configure System" is an option on the Main Menu. This will allow you to change your screen colors, the number of lines displayed, your printer (also available on the Current Configuration Screen), or your file paths. It is also where you indicate whether or not temporary files will be erased after being used. The option number is not referenced here since it changes, depending on the type of LEA and process mode you are working in.

- **Configure Screen**

You may want to customize your screen colors. After selecting Configure System from the Main Menu, select **1** Configure Screen. The colors available appear on the right side of the screen; the colors selected are shown in the left. While selecting colors, make sure the descriptions on the left column of the screen have enough contrast to be legible. Be sure to make your color selection by number or press the **Enter** key to accept the default for each color cell in the table.

If your monitor can support different screen heights, you may change the number of lines that appear on your screen by pressing the **↑** key until the cursor is on the screen size selector and the available screen sizes appear, then input the number of lines desired. When finished, press **Esc** and save your changes by pressing the **Enter** key.

- **Configure Printer**

After selecting Configure System from the Main Menu, select 2 Configure Printer. This function is identical to the process described on page 12.

- **Configure Paths**

To change the configuration of your paths, select Configure System from the Main Menu, then 3 Configure Paths. At program initialization, ALL paths, including data and template paths, are looked at to assure they are valid. If they are invalid, they are changed back to the path the program is executed from. Of course, if the template path is invalid, you will be told that the templates cannot be found and then be allowed to enter the correct path. The following is a detailed explanation of the various paths:

# J-200 Software User Guide

## CONFIGURING THE SOFTWARE - continued

- **Current Year Data Path**—the path where your current year data files are stored. The default is C:\J200\0304DATA\. The data file structure for funds is “dccxxxxx.fff” where “d” indicates fund files (iccxxxxx.fff indicates interim fund files), “cc” is the county code, “xxxxx” is the five-digit district code, and “fff” is the fund number. The supplemental file structure is “sccxxxxx.ggg” where “s” indicates supplemental files, “cc” is the county code, “xxxxx” is the five-digit district code, and “ggg” is the supplemental form number. Criteria and Standards and multiple project files begin with “c” and “p” respectively, and have the same structure as fund files.
- **Previous Year Data Path**—the path where your data files were stored last year. The default is C:\J200\0203DATA\.
- **Future Year Data Path**—the path where future year data files will be stored if you use Process Mode 6—Future Budget. The default is C:\J200\0405DATA\.
- **Template Path**—the path where the master fund and supplemental files are stored. The default is C:\J200\TEMPLATE\. They are in the format CCADEF.\* for funds, CCADEI.\* for interim funds, and CCADES.\* for supplemental forms.
- **Temporary File Path**—used for temporary storage while the program is operating. As such, it should be on the fastest drive available to the user. The default is C:\J200\. The fastest drive available is always a RAM drive, if a user has one. The second fastest is a local non-floppy drive, which is faster than a network drive. On a slow network, it is possible, though not probable, the user will notice degradation when moving around on the forms, specifically the funds, TRC, and C&S, and printing normal forms. If you have a problem with performance, configure the temporary file path directory to your local drive.

✓ After making changes, be sure to press **Esc** to save the changes.

# J-200 Software User Guide

## DATA PROCESSING SEQUENCE

(Process Modes 1, 2, and 3)

The reports in the J-200 build from the basic data in supplementary forms, such as the Attendance Report and the Schedule for Categorical Programs, through the Revenue Limit, to the actual funds themselves. Data is extracted from the funds to complete additional supplemental forms. The remaining supplemental forms are then completed, ending with the table of contents and the certification page(s). Finally, the Technical Review Checklist and (at budget time) the Criteria and Standards are run and reviewed just before the data is exported to a floppy disk for submission to the state.

### RECOMMENDED FORM COMPLETION SEQUENCE

The logical order for completion of the forms is outlined below. Unless noted otherwise, within the sections (i.e., e. —Other funds, multiple funds (projects), and account groups) the order of completion is immaterial.

- a. **J-200A/J-400A**—The attendance summary calculates attendance for determining revenue limit sources.
- b. **J-201RL/J-401RL**—The revenue limit summary calculates the revenue limit sources and reconciles them to the K-12 Form prior to reporting them in the J-201/J-401.
- c. **J-390/J-590**—The schedule for categorical programs calculates the year-end accruals for the programs which are needed for use in the fund reports.
- d. **J-201/J-401**—The General Fund/*County School Service Fund* is the principal fund of the LEA.
- e. **Other funds, multiple funds (projects), and account groups.**
- f.<sup>1</sup> **J-200S/J-300S/J-400S/J-500S**—These summaries of interfund activities ensure that all such transactions are in balance.
- g. **J-285(Optional)/J-385**—The current expense formula and minimum classroom compensation form is used to verify maintenance of effort for certain federal programs and to determine compliance with the minimum classroom compensation percentage requirements. Column 1 information is extracted from the J-201.

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<sup>1</sup> The software automatically extracts the data for these forms when they are brought on screen for processing. Be sure to save them after extracting them. If later changes are made in the fund reports from which the data was extracted, these supplemental forms must be re-extracted and saved before they can be exported to the state.

# J-200 Software User Guide

## DATA PROCESSING SEQUENCE

(Process Modes 1, 2, and 3) - **continued**

- h. **J-200L/J-400L**, **J-301CSR**, **J-301DAY/J-501DAY**, *[J-501JUV]*, **J-301ROP/J-501ROP**, **J-201SEA/J-401SEA**(Optional), **J-218P/J-418P**<sup>2</sup>, **J-220P/J-420P**<sup>1</sup>, **J-226A**, **J-227A/J-427A**—These special program financial statements are used for compiling statewide data and for determining compliance with certain requirements. (Fund J-218/220/*J-418/420*) totals are automatically extracted into the J218P/220P/*J-418P/420P*.)  
**Note: In order for the J-226A form to print or be saved, a name or description of the type of bond being reported must be entered.**
- i. **J-200CA/J-400CA**, **J-200CB/J-400CB**—Certification of unaudited actuals and budget adoption data.
- j. **J-200CC/J-400CC**—The certifications of Health and Welfare, and Workers' Compensation Reserves.
- k.<sup>1</sup> **J-200CS/J-400CS/ Criteria and Standards**—As you prepare your budget you are required to measure your LEA's performance against the criteria and standards adopted by the State Board of Education. Option 6 of the Main Menu performs the first tier review and second tier review portion of this check for the General Fund/*County School Service Fund*], as well as the other funds review. *Option 7 on the County Main Menu is for the Base Revenue Limit (J-400BRL).*
- l. **J-201MYP/J-401MYP/ Multiyear Projections**—Consistent with the revised Criteria and Standards, a multiyear projection must be submitted with your budget.
- m.<sup>1</sup> **J-2TR/3TR/J-4TR/5TR**—The Technical Review Checklists of school district/*county office of education*] 2002-03 unaudited actuals data (Option 4 on the Main Menu) and 2003-04 budget data (Option 5 on the Main Menu) must be completed to assure compliance with the reporting requirements. This should be your final step prior to printing forms and exporting your data. **Note: If you modify data in a form that extracts to other forms (see page 18 for a list of dependent forms), you must re-extract the affected form(s) before you will be able to print them or export your data to the State.**
- n. **Printing and exporting**—Print the required certifications and export the data to a floppy disk for submission to the state. At the Main Menu, select Export Data, verify Process Mode, **[N]** export only your district files, and **[S]** export to State.

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<sup>2</sup> The software automatically extracts the data for these forms when they are brought on screen for processing. Be sure to save them after extracting them. If later changes are made in the fund reports from which the data was extracted, these supplemental forms must be re-extracted and saved before they can be exported to the state.

# J-200 Software User Guide

## DATA PROCESSING SEQUENCE

(Process Modes 1, 2, and 3) - **continued**

### FORM DEPENDENCIES

The Form Dependency Alert message will appear on the screen when you exit and save after changing a form that extracts into another existing form. You will not be able to print the form or export your data until you have re-extracted the dependent form(s). The following is a list of dependent forms within the software:

#### **Extracted From:**

J-2XX/*J-4XX*] All funds that have:  
    Direct Costs Interfund Services In/Out (5750-5799)  
    Direct/Indirect Support In/Out (7350/7399)  
    Interfund Transfers In (8910-8929)  
    Interfund Transfers Out (7610-7629)  
J-201  
    Account Codes 1000-5999 and 7300-7399  
    Actuals Only  
J-201/*J-401*], J-201RL, J-201CS/*J-401CS*]  
J-201I/*J-401I*], J-251RL  
J-218/220/*J-418/420*]  
    Actuals Only  
J-248A/*J-448A*]  
J-249A/*J-449A*]  
Various

#### **Extracted To:**

J-200S/300S/*J-400S/500S*]  
  
J-285/J-385  
  
J-201MYP/*J-401MYP*]  
J-251MYP/*J-451MYP*]  
J-218P/220P/*J-418P/420P*]  
  
J-248/*J-448*]  
J-249/*J-449*]  
J-2TR/3TR/*J-4TR/5TR*]

# J-200 Software User Guide

## FUNDS AND MULTIPLE PROJECT FUNDS

(Process Modes 1, 2, and 3)

If you are completing forms by **importing from a mainframe**, please see pages 46 and 70 for a detailed description of the procedures for importing J-200 data from a mainframe computer.

From the Main Menu choose Modify Fund Data. This will bring up a list of all the funds available for your LEA type and Process Mode. **Whenever you choose a fund for the first time, the following message will appear:**

Amounts File Not Found!!! Create a New one?? Y

Press the **Enter** key, then the following message will display (for all funds except the General Fund/*County School Service Fund*):

Does this fund have Projects?? N

If yes, press **Y** to open a screen to establish the projects within the fund.

### **Creating Projects**

Once you have indicated that the fund has projects, you must input the name of each project. After inputting the names, the projects will be accessed by entering their corresponding number. Instructions on the screen will lead you through creating the projects.

### **Data Entry**

Data entry for the funds begins with the Revenue Detail pages, followed by the Expenditure Detail and Other Financing Sources/Uses pages. The software summarizes most of this data (Revenues, Expenditures, and Changes in Fund Balance) and displays it last on the screen. The printed report of the funds will begin with a three-page summary that displays an overview of fund operations before the details of income and outgo are displayed.

### **Columns: Estimated or Unaudited Actuals and Budget**

Each fund contains columns for both **Estimated** or **Unaudited Actuals** transactions and the **Budget** numbers. Since the General Fund J-201/*County School Service Fund J-401* has separate columns for Unrestricted and Restricted amounts and totals for the fund, the screen will show the Estimated or Unaudited Actuals and Budget data separately. For all other funds, the Estimated or Unaudited Actuals data and the Budget data appear on the screen together.



# J-200 Software User Guide

## FUNDS AND MULTIPLE PROJECT FUNDS

(Process Modes 1, 2, and 3) - **continued**

### Switching Columns

Pressing the **(F6)** key toggles the cursor between the Estimated or Unaudited Actuals columns and the Budget columns. In the General Fund J-201[*County School Service Fund J-401*], move between the Unrestricted and Restricted columns in either the Actuals or the Budget sections by pressing the **(Enter)** key or **(Tab)**. If the cursor beeps and won't move, the most common reason is that the column you are attempting to move to is "blocked" and won't accept data. Also, since the total column is a summation of the other two, the cursor will not enter this column.

### Accessing Expanded Data-Entry Lines

In the General Fund J-201[*County School Service Fund J-401*], accounts 8980 to 8999 are Contributions to Restricted Programs. For this group of accounts, there are two separate entry fields to record Current Year and Prior Year data. To enter data for these accounts, position the cursor on the entry field and press **(F4)**. The software will allow up to 25 lines of data in each of these entry fields. You will have to fill in the program name, account code, unrestricted amount, and restricted amount for each item. Press the **(F4)** key or the **(Esc)** key when data entry is complete. In all funds, the Designations of Fund Balance, accounts 9720 to 9789, are also recorded using the **(F4)** key.

### Deleting Data

Pressing **(Alt)(C)** deletes data in the entry field, **(Alt)(D)** deletes all data in the fund or form on screen, and **(Alt)(S)** deletes data in the side (actuals or budget) where the cursor is located in the fund or form. (These functions are not available for the Summary of Interfund Activities supplemental forms.)

### Deleting Funds and Projects

To eliminate a fund from the table of contents, enter the fund through the Modify Funds menu, use **(Alt)(D)** to delete all the data in the fund, and save the changes when you exit the fund. If the fund has multiple projects, the projects can be deleted from the project listing window by selecting delete, then the project number you want to delete. The consolidated file is automatically deleted when the final project file is deleted.

### Multiple Project Entry

LEAs frequently maintain separate records on individual projects, such as building projects or long-term debt issuances. These projects must be combined in the financial statements at year-end. The software provides a mechanism for recording data under individual projects and summarizing them into a single report for publication. Any fund, except the General Fund J-201[*County School Service Fund J-401*], can have projects. Using projects within a fund is a three-step process: 1) establishing the projects when the fund is first accessed (see page 19 for details), 2) entering the data in each project or sub-fund, and 3) summarizing the data into the final report for the fund. All three steps can be completed before exiting from the fund.

# J-200 Software User Guide

## FUNDS AND MULTIPLE PROJECT FUNDS

### (Process Modes 1, 2, and 3) - continued

Once the projects have been established, the word “proj” will appear after the fund name in the “Modify Funds” screen. If a fund with “proj” is selected, a menu will appear listing the projects for that fund. Choose a project by typing its number. If the number is less than 10 you will have to press the **Enter** key after entering the number. To view projects with numbers higher than 15 on the menu, use **↓** or **PgDn** key. Only numbers currently on the screen can be selected. Enter the data in the same manner as for a fund.

When data for all projects within a fund have been entered, press the **Esc** key to leave the project menu. The program will ask, “Summarize changes?.” If answered “yes,” the software will build the composite report for the fund, summarizing all the projects. If additional data will need to be added to the projects at a later time, answer “no” and the summary can be created when that has been done. The summary must be created before the J-200S/300S/*J-400S/500S* forms can be extracted or any of the projects can be printed. If any data is added to previously summarized projects, the fund must be summarized again.

After data has been entered and saved in a fund, “data” will appear on the Modify Funds menu after the fund name. If projects within a fund have data input, “data proj” will appear after the fund name.

#### **Exiting from a Fund**

When all data have been entered in a fund, press **Esc** to exit from the fund. If the total fund equity on line I does not agree with the fund ending balance on line F.2., the software will report this as “Out of Balance” and ask if you want to quit anyway and still save the file.

# J-200 Software User Guide

## SUPPLEMENTAL FORMS

(Process Modes 1, 2, and 3)

Selecting 2 Modify Supplemental Forms on the Main Menu will display a list of all the supplemental forms in the J-200 software applicable to your LEA type (i.e., district, county, or joint powers agency) and the process mode you are in. (See the “Data Processing Sequence” section on page 16 for a guide on the logical sequence for completing the forms.)

Each LEA must complete the supplemental forms applicable to each of the programs it conducts. The supplemental forms are designed to provide required certifications, permit entry of specific information relating to certain programs, or demonstrate compliance with particular requirements. For further information on each form’s purpose and the data it requires, see the separate *J-200/400/600 Instruction Manual*.

Following are those supplemental forms that have special requirements:

### **Unaudited Actuals Certification (J-200CA/J-400CA)**

The Unaudited Actuals Certification is the official signature page for the unaudited actuals report submission. **It also includes a section for indicating your budget adoption cycle, Single or Dual, for the 2004-05 fiscal year. Not selecting a budget adoption cycle will result in an exception on the Technical Review Checklist.**

### **Health & Welfare/Workers’ Compensation Certifications (J-200CC/J-400CC)**

The Health & Welfare/Workers’ Compensation Certifications provide information about reserves budgeted for the costs of health and welfare benefits of retired employees over the age of 65, and compensation claims for self-insured workers.

This certification form must be completed whether or not your LEA provides such benefits. If you do not provide these benefits, just check the box(es) indicating so (appropriate signatures are still required). If you do provide the benefits, but are not setting aside any reserves, check the box(es) for reserves and put 0 (zero) for the amount.

### **Table of Contents (J-200TC/J-400TC)**

The Table of Contents lists all the funds and forms required or used by your LEA. It is automatically created by the software when it is printed and does not show on the Modify Supplemental Forms menu (thus, no data entry is necessary for this supplemental form). Any **required** forms that have not been completed will be marked “NOT FOUND” when the Table of Contents is printed. Funds and forms that are not completed and not required are omitted. If a fund is opened and saved, its data file will be saved and it will be included in the Table of Contents, even if no data is entered in the form. The data file can be deleted by using the **(Alt)(D)** command while anywhere in the form, then saving the changes when you exit from the fund. (See page 52 for further details on deleting data.)

# J-200 Software User Guide

## SUPPLEMENTAL FORMS

(Process Modes 1, 2, and 3) - **continued**

### **Summary of Interfund Activities—Estimated or Unaudited Actuals (J-300S/J-500S) and Summary of Interfund Activities—Budget (J-200S/J-400S)**

When these forms are retrieved through the Supplemental Forms menu, the software automatically extracts the data from the completed fund files. Therefore, these must be extracted after all the funds have been completed and saved. These forms summarize interfund activity and determine whether each out-going transaction is balanced by an in-coming transaction in another fund. The J-300S/J-500S form verifies the estimated or unaudited actuals data, and the J-200S/J-400S form verifies the budget data. If any of the fund forms are opened and re-saved after these forms are extracted, the “S” forms must be re-extracted before they can be printed or exported.

CAUTION: The Technical Review Checklist will record an exception if data in the fund’s account codes used in the J-200S/300S/J-400S/500S were changed but not re-extracted. Simply re-extract the forms, save them, and re-run the Technical Review Checklist.

### **Lottery Report (J-200L/J-400L)**

The Lottery Report form is only required if the district or county office of education has been notified by the CDE that it was selected as one of the 100 LEAs in this year’s sample.

### **Schedule of Project Balances (J-218P/220P/J-418P/420P)**

Districts/*COEs* with several State School Building Lease-Purchase (J-218/J-418) or County School Facilities (J-220/J-420) projects must combine them under the appropriate fund. The J-218P/J-418P or the J-220P/J-420P form summarizes each project’s 2002-03 transactions reflecting total activity in each fund. (Upon opening the Schedule of Project Balances form, the fund totals to be allocated to each project are automatically extracted into the form.) If the fund form is amended after the J-218P/J-418P or J-220P/J-420P is extracted, the J-218P/J-418P or J-220P/J-420P must be re-extracted before being printed or exported to disk for submission to the state. The software provides space for up to 100 project balances. These forms do not contain budget year data.

### **Current Expense of Education Formula (J-285/J-385)**

The J-285 is an optional form for use during budget submission and is identical to the J-385, which is required for unaudited actuals submission. Upon accessing the J-285/J-385, the software will automatically extract J-201 General Fund data to complete Column 1. After data is extracted, you may manually enter data for reductions in Columns 2 and 4 as well as lines 11 and 12 in Part II “Minimum Classroom Compensation.” If the J-201 is amended after the J-285/J-385 is extracted, the J-285/J-385 must be re-extracted before it is printed or exported to disk for submission to the state. This re-extraction does not affect the data entered in Columns 2 and 4 or lines 11 and 12. An exception will be reported in the Technical Review Checklist if the percent of the current cost of

# J-200 Software User Guide

## SUPPLEMENTAL FORMS

### (Process Modes 1, 2, and 3) - continued

education expended for classroom compensation exceeds the allowable percentage (unless line 15 is checked indicating exemption per *EC*, Section 41374). The Technical Review Checklist will also alert you if no data exists in Columns 2 or 4 of the J-285/J-385.

#### **Federal, State and Local Categorical Programs (J-390/J-590)**<sup>3</sup>

All federal, state and local categorical programs are reported on these forms, regardless of the fund in which they are recorded. The six sections available on this form are:

1. Federal programs subject to deferred revenues
2. State programs subject to deferred revenues
3. Federal programs subject to restricted ending balances
4. State programs subject to restricted ending balances
5. Local programs subject to deferred revenues
6. Local programs subject to restricted ending balances

For each column heading, enter the program name, state ID number, flexibility transfer ID number (if applicable), revenue account and local description, if any. Use of the **(F2)** key as described below will input the program name and ID number for many state programs. After inputting the column headings, the cursor will now be in the first financial data line. If you need to return to a heading to make changes, press the **(F4)** key.

- ✓ To **input** program names and state ID numbers for programs which will contribute to or receive contributions because of the “flexibility transfers” option, press **(F2)** to “pop-up” a list. Select the appropriate program from the list and press **(Enter)**. The program name and ID number (Budget Act item number) will appear in the column heading.
- ✓ To **input** another program, add another column by pressing the **(Ctrl) (→)** key combination. A new column will appear to the left of the previous column.
- ✓ To **delete** a column, place the cursor anywhere in the column and press the **(Ctrl) (←)** key combination.
- ✓ To **move** between sections, press the **(Ctrl) (PgDn)** and **(Ctrl) (PgUp)** key combinations.
- ✓ To **move** between columns, use the **(Tab)** key. Pressing the **(Tab)** key alone will move the cursor to the right. The **(Shift) (Tab)** key combination will move the cursor to the left.

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<sup>3</sup> This supplemental is applicable to Process Mode 3 only.

# J-200 Software User Guide

## SUPPLEMENTAL FORMS

### (Process Modes 1, 2, and 3) - continued

#### Line 2b: Flexibility Transfers

Line 2b of the State Entitlements and State Grants sections of this form allows LEAs to report on any funds shifted between specified categorical programs because of the “flexibility transfers” option. Use the **(F2)** key to “pop-up” the categorical programs listing. The software will automatically insert the program title and state ID program number in the appropriate fields in the column headings.

Line 2b will only allow input if the flexibility transfer ID number has been selected through use of the **(F2)** key in the column heading. Input a negative number in line 2b in the column of the program out of which a flexibility transfer is being made. Input a positive number in line 2b in the column of the program into which a flexibility transfer is being made.

If more than one program is contributing a flexibility transfer to a specific program, show the transfers out in line 2b of each program column, and enter the sum of all of the transfers in line 2b in the column of the specific program receiving the flexibility transfers. For example, if \$20,000 is being transferred from K-6 SIP (item 116[i]) to Pupil Transportation (item 111[i]), and \$10,000 is being transferred from EIA (item 128) to Pupil Transportation (item 111[i]), show a negative \$20,000 (-20,000) in line 2b in the SIP column, show a negative \$10,000 (-10,000) in line 2b in the EIA column, and show a positive \$30,000 (+30,000) in line 2b in the Pupil Transportation column. If a program contributed to several other programs, input the sum of the transfers out from that program column in line 2b.

The total of line 2b for State Entitlements and State Grants must net to zero, or an “Out of Balance” message will occur upon exiting the form.

Note: Categorical Programs Per ADA Allocation has been deleted per Section 12.40 of the *Budget Act* of 2002-03.

#### **Multiyear Projections (Form J-201MYP/J-401MYP)**<sup>1</sup>

Consistent with the revised criteria and standards, multiyear projections must be submitted along with budget reports beginning in 2002-03. Consequently, we have made the J-201MYP/[J-401MYP] form available for the budget periods. This form has three parts: 1) unrestricted, 2) restricted, and 3) combined unrestricted/restricted. The unrestricted and restricted parts must be completed in order for the combined multiyear projection to be computed correctly. The software will automatically extract available data from the interim report (J-201/[J-401]) for the base year projections. Data is also extracted from the J-201CS/[J-401CS]. For districts only, revenue limit data will be extracted from the J-201RL into lines 1a through 1d of the unrestricted section and will be compared to line 1, Revenue Limit Sources (from J-201). If the two amounts differ by more than \$100, an “Out of

<sup>1</sup> LEAs may use their own multiyear projection form upon approval by their reviewing agency.

# **J-200 Software User Guide**

## **SUPPLEMENTAL FORMS**

### **(Process Modes 1, 2, and 3) – continued**

Balance” message will display upon closing the form. For the two subsequent fiscal years, the user must input current projections. If projections are entered as a dollar amount the percent change will be calculated; if entered as a percent change, the dollar amount will be calculated.

#### **Special Education Revenue Allocations (J-201SEA/J-401SEA)(Optional)**

The J-201SEA/J-401SEA is an optional supplemental form to allow LEAs to budget and report the special education revenues of a SELPA and the allocations to its members.

Upon opening the J-201SEA/J-401SEA from the Supplemental Forms menu, the SELPA name will appear at the top of the form and the other members of the SELPA will be automatically listed in Section B.2. If your LEA is a member of more than one SELPA, you will be prompted to choose a SELPA from the SELPA Selection Menu screen. The total amount allocated to the SELPA members (line B.3) must equal line A.16, Total SELPA Revenues or an “Out of Balance” message will display upon closing the form.

#### **Change Order Form (CHG)**

The Change Order Form is used by the CDE to record and track necessary changes or bug fixes to the J-200 software. Select the Change Order Form (available in all process modes under Modify Supplemental Forms), explain the problem, save it, print it, then FAX (cover sheet not needed) or mail your completed change order form to us. Please limit to one problem per Change Order Form. If you have more than one problem to report, be sure to save a hard copy of each because, as you input a new Change Order, the prior one is overwritten.

# J-200 Software User Guide

## TECHNICAL REVIEW CHECKLIST

(Process Modes 1, 2, and 3)

Part of the Criteria and Standards process requires a technical review of your data, including verification that entries exist, agree, and are consistent across all funds and forms. These checks are called the Technical Review Checklist (TRC) and are done from an option on the Main Menu. While the TRC can be run at any time, it is best to wait until the majority (if not all) of your data has been entered since all mandatory forms must exist prior to the final completion of the TRC.

You may navigate in the TRC by using the **↑** and **↓** keys or the **F2** function key. The **F2** key will display a menu of sections/funds available. The **F7** key will display the previous exception and the **F8** key will display the next exception. The **F10** key can be used to save the data anytime during the TRC process.

### WHICH TRC TO USE

The software includes separate TRCs for the Budget and Unaudited Actuals. The Budget TRC (Main Menu option 5) should be completed for Process Modes 1 and 2. The Unaudited Actuals TRC (Main Menu option 4) should be completed for Process Modes 1, 2, and 3.

### EXTRACTING YOUR DATA

To run the TRC, select either 4 or 5 from the Main Menu, depending on which process mode you are in. When running a TRC for the first time, and any time a form from which data extracts into the TRC has been modified, the software will automatically go out to your data files and extract all available applicable data. From then on when you open the TRC you must choose either (E)xtract or (M)odify. The (M)odify option is only for those instances when you need to access the TRC to update your “explanations” to the exceptions (see below). **When in doubt as to which option to use, choose (E)xtract.**

The software extracts and compares most of the data necessary to verify that your forms have been properly completed. For those few checks that could not be extracted, (Y)es, (N)o or N/A responses are required, including detailed explanations for “No” responses.

All TRC exceptions should be looked at closely. Your first step in clearing the exception is to determine if the step and form are applicable to you. If the extracted data is correct and the exception remains, a detailed explanation must be given before the data can be exported to the state. (See the next page for details on entering explanations.) These explanations are an important part of the TRC and will provide the reviewer of your report with the information necessary to understand your TRC.



# J-200 Software User Guide

## TECHNICAL REVIEW CHECKLIST

(Process Modes 1, 2, and 3) - **continued**

A Form Dependency Alert message will appear as an exception in the Export Validation check within the TRCs if any forms used to extract data to other forms have been modified and re-saved without re-extracting the affected forms. The message will look similar to this:

Form: 300S Dependent Form 201 has been modified.

The exception can be cleared by re-extracting the affected form(s), (i.e., this would indicate that the J-300S must be re-extracted since an applicable portion of the J-201 has been changed).

### ENTERING EXPLANATIONS

Explanations are input using the **(F4)** key. This key will toggle open and closed a pop-up window for keying in your responses. Be sure to provide an explanation for each item that shows as an exception. For those items that do not apply to your LEA, it is acceptable to provide brief explanations (i.e., “N/A—the xyz fund is not necessary since we do not have an xyz program”).

When an exception has been explained, then subsequently corrected, the explanation will be automatically deleted.

Be sure to provide an explanation for each exception within Step 1 (the export validation check) since this check may include more than one fund or form that failed. (Because the TRC is a lengthy form, rather than printing the entire TRC, you may want to write down or screen-print the list of forms that failed check 1. You may then use this as a reference in clearing or explaining the exceptions.) Press **(F4)** to clear the list from the screen, and then press **(F4)** again to open the pop-up window to enter your explanation(s).

**CAUTION:** TRC exceptions that have not been cleared or explained will prevent the software from exporting your data to the State.

# J-200 Software User Guide

## CRITERIA AND STANDARDS

(Process Modes 1, 2, and 4)

After your Budget (Process Mode 1 or 2) or Interim (Process Mode 4) reports have been prepared and validated using the Technical Review Checklist, they must be reviewed using a set of Criteria and Standards. This provides a uniform way of reporting and evaluating all LEA data. For further information on the Criteria and Standards, see the *J-200/400/600 Instruction Manual*.

For both the Budget and Interim processes, the Criteria and Standards contain two levels of review: First Tier and Second Tier. **All LEAs must complete the First Tier Review.** If your Budget or Interims do not meet the Criteria and Standards listed in the First Tier Review, you will be automatically prompted by the software to complete the Second Tier Review. You will also have to complete the Second Tier Review if it is requested by the reviewer of your budget.

The Criteria and Standards extracts budget year and current year data from this year's funds/forms and prior year data from your last year's Criteria and Standards. (Prior year data can only be extracted if the data is loaded on your machine or network and the directory was identified in the software installation. Most second prior year data is not extracted because the data in last year's Criteria and Standards is estimated and this year it should be actual.) If necessary, you can override any extracted data in the Criteria and Standards by keying in new numbers. If you need to correct budget year or current year data you should do so in the source funds/forms.

<p><b>CAUTION:</b> Re-extracting the Criteria and Standards will overwrite any data input manually in extracted fields.</p>
---

## ENTERING DATA

With the exception of the Multiyear Commitments section, the Criteria and Standards data fields accept either whole numbers or cents. You should enter all numbers as positive values. If a negative number is needed, precede it by a minus sign. (Note: The software will automatically convert a negative number input for deficit spending to a positive number.) All percents should be carried to 1 decimal place (or greater if indicated by the software). As you input data, the calculations will be done automatically by the software. In all sections of the form, the **↑** and **↓** keys, **PgUp** and **PgDn** keys, and clicking the left mouse key in the upper or lower part of the screen will enable you to move around. In addition, the **F2** key displays a menu for moving quickly to specific sections. The **F5** key toggles the detail window for each step showing the source of the calculation. The **F10** key is for quick-save, the same as in other forms in the software. Because the Criteria and Standards is lengthy, it is recommended that you use the **F10** key often to save your work.

# J-200 Software User Guide

## CRITERIA AND STANDARDS

(Process Modes 1, 2, and 4) - **continued**

Due to the extraction function in the software, using the **Enter** key will advance your cursor to the next input field. It will automatically move past those fields that are being extracted, whether or not you have data available for extraction. **If you do not have the appropriate data in the source forms, or if you want to override the data that has been extracted, use the **↑** key to cursor back up to the fields needing input.** To work around this, you may find it easier to maneuver in the Criteria and Standards by utilizing your **↓** key rather than your **Enter** key.

### BUDGET (PROCESS MODES 1 AND 2)

Choosing **6** on the Main Menu displays a list of the funds for which the Criteria and Standards apply. To select a fund, either input the fund number or double click with your left mouse button on the fund against which you want to check the Criteria and Standards.

Only those funds where data has been input in the “Modify Fund Data” function will appear on the selection screen. **The following funds do not require Criteria and Standards to be completed, therefore they will not appear on the selection screen: J-207/J-407/, J-210/J-410/, J-216/J-416/, J-217/J-417/, J-218/J-418/, J-219/J-419/, J-220/J-420/, J-226, J-227/J-427/, J-228/J-428/, and J-236 through 249/J-436 through 449/.** See page 31 for additional information.

- ✓ After you’ve opened the form for the first time (and the software has extracted data from both your current and prior year data files) you may wish to print out the Criteria and Standards to use as a tool for gathering data.
- ✓ **Please read each item carefully. The type of data being gathered (such as annual or revenue limit ADA) may change from question to question, depending on the LEA type and the fund number.**

You will be required to provide explanations on various items throughout the Criteria and Standards. You can do this by pressing the **F4** key which will “pop-up” a window, allowing you to type in your explanation. While you are in the pop-up window, you may press the **Ctrl** and **←** to delete lines, or **Ctrl** and **→** to insert lines between existing lines. Pressing the **F4** key will close the pop-up window and return you to the main Criteria and Standards form.

# J-200 Software User Guide

## CRITERIA AND STANDARDS

(Process Modes 1, 2, and 4) - **continued**

### General Fund/County School Service Fund/ (J-201CS/J-401CS/)

*For COEs only – Complete the Special Education funding data in Section C of the Supplemental Information section of the J-401CS, then open and save the J-400BRL before completing the remainder of the Criteria and Standards.*

Based on the data input in the First Tier Review, the software will automatically determine if a Second Tier Review is necessary. In addition, a Second Tier Review may be requested by the COE[CDE].

If all the standards have been met and the COE[CDE] does not request a Second Tier Review, then you are done with the Criteria and Standards and should press **[Esc]** to exit.

### Applicable Funds

Within a budget, Criteria and Standards reviews are not necessary for all funds. Following are the funds that require a Criteria and Standards review and the applicable review section(s) to be completed:

#### General Fund/CSSF/ (J-201/J-401/):

First Tier Review (and Second Tier Review if indicated by the First Tier Review or requested by the COE[CDE]).

#### All Other Funds (First Tier Review only):

(Note: Criteria and standards reviews for the Capital Project funds are no longer necessary since they contained only multiyear commitments, and multiyear commitments for all funds are now reported in the General Fund Criteria and Standards.)

Fund #	Title	Criteria		Supplemental Items		
		ADA	Deficit Spending	Change in Fund Balance	Components of Ending Fund Balance	Use of One-Time Resources
202[402]	Adult Education	x	x	x	x	x
203[403]	Cafeteria Special Revenue Fund		x	x	x	x
204[404]	Child Development		x	x	x	x
205[405]	Deferred Maintenance			x	x	x
206[406]	Pupil Transportation		x	x	x	x
209[409]	School Bus Emission Reduction		x	x	x	x
231[431]	Cafeteria Enterprise Fund		x	x	x	x
232[432]	Other Enterprise		x	x	x	x

# J-200 Software User Guide

## CRITERIA AND STANDARDS

(Process Modes 1, 2, and 4) - **continued**

### **County School Service Fund Base Revenue Limit [J-400BRL]**

*Choose 7 on the Main Menu to access the County Office Criteria and Standards Base Revenue Limit computation form. The BRL includes the Juvenile Court and County Community Schools, Cal-SAFE Minors Program, Other ADA Driven Programs, Other Non-ADA Driven Programs, Regional Occupational Centers and Programs (ROC/P), and Special Education. The percentages calculated for the BRL are the standards for the Revenue Limit and Salaries and Benefits Criteria.*

*The software extracts all the data needed to complete the BRL from the J-401, J-400A, J-401CS and J-401RL. (The extracted data cannot be overwritten; applicable source documents must be changed.)*

### **INTERIM (PROCESS MODE 4)**

The Interim Criteria and Standards is available in Process Mode 4. **Unlike the Budget Criteria and Standards, extraction capabilities are not available.** From the Main Menu choose **[4]** Interim Reports. To change either the interim period or the fiscal year, from the Interim Reports Main Menu, select **[5]** Change Interim Configuration and follow the instructions on the screen. The software will display the interim reporting period and the fiscal year at the top of each Interim Report input screen.

Data entry for the Interim Criteria and Standards form is similar to the Budget Criteria and Standards in that it begins with the First Tier Review and allows you to access, if required, the Second Tier Review section. (The Second Tier Review in the Interims is not automatically triggered as in the Budget Criteria and Standards.) Simply fill in the blanks with text and numbers. Numeric calculations are automatically made once data is input. You may enter data in any order. Where an explanation is needed, press **[F4]** for a pop-up window to appear where your explanation can be input. When finished with this report, press **[Esc]** to save the changes and exit.

# J-200 Software User Guide

## INTERIM REPORTS

(Process Mode 4)

The Interim Reports Main Menu is accessed by entering 4 for the process mode on the Current Configuration Screen. Upon first accessing process mode 4, you will be prompted to select the interim period and fiscal year.

To change the interim reporting period or the fiscal year, from the Interim Reports Main Menu, select option 5, Change Interim Configuration, and follow the instructions on the screen. The software will display the interim reporting period and fiscal year at the top of each Interim Report input screen.

**Only 1st and 2nd Interims are required for all districts, JPAs and county offices. The End of Year Projection is only applicable to those districts and JPAs having qualified or negative 2nd Interims.**

Press **[Esc]** to return to the main menu.

By allowing for various fiscal years, the software can produce as many separate reports as necessary. This gives you the capability of producing Interim Reports for prior year, current year and subsequent years. NOTE: You can do prior year's Interim Reports on current year's software.

### DATA PROCESSING SEQUENCE

The forms available in the Interim Reports are listed below. You may complete them in any order. The first time you access any of the reports you will receive a message "Amounts file not found!!! Create a new one?". This is normal and just signifies that data has not yet been entered for the report.

1. Interim Reports for Funds (J-2XXI/*J-4XXI*)
2. Average Daily Attendance (J-250A/*J-450A*) (not applicable to JPAs)
3. Actual and Projected Monthly Cash Flows (J-250-CASH/*J-450-CASH*)
4. Certification of Interim Report (J-250/*J-450*)
5. Criteria and Standards of Interim Report (J-250CS/*J-450CS*) (Summary Review)
6. Juvenile Court and County Community School Account [*J-451JUV*] (Optional)
7. Revenue Limit Summary (J-251RL/*J-451RL*) (Optional)
8. Regional Occupational Program [*J-451ROP*] (County only-optional)
9. Multiyear Projections (J-251MYP/*J-451MYP*)

# J-200 Software User Guide

## INTERIM REPORTS

### (Process Mode 4) - continued

#### NAVIGATING TIPS FOR WORKING WITH THE INTERIM REPORTS

Besides the regular “movement” keys available within the software (see Attachment A, page 52), there are a number of keys that perform specific functions in the Interim Reports. Listed below are toggle keys and key combinations useful for working with the Interim Reports:

- F4** Used in the Interim fund forms, section F(2)(b)—Designated for 9720-9789 (Unrestricted and Restricted) to toggle between the main entry screen and the “pop-up” data entry screen. It is also used on the Interim Criteria and Standards to open a “pop-up” window in which explanations can be entered.
- F6** Used in the J-2011/*J-4011* and the J-251MYP/*J-451MYP*—this toggles between the Unrestricted, Restricted, and Summary—Unrestricted/Restricted screens.
- F7** Scrolls columns to the left.
- F8** Scrolls columns to the right.
- F10** Saves data.
- Esc** Will exit you from any given report, screen or “pop-up” window. When exiting a report, which contains changes, you will be asked if you want to save the changes (data).

#### ENTERING DATA INTO THE INDIVIDUAL REPORTS

Entering data into the Interim Report forms is similar to data entry for the Budget and Unaudited Actuals processes. However, some of the forms are wider than what the screen can hold, so you will need to press the appropriate key (**F6**, **F7**, or **F8**) to get to the portion of the form to which you wish to input data. Note that when entering whole numbers (non-cents mode) in the Interim fund forms and supplemental data forms, the cursor will be located in the actual field to which you are entering data. But, when entering dollars and cents, the cursor will remain at the bottom of the screen and the data entry field being affected will be highlighted; the number input will not show in the data entry field until the **Enter** key is pressed.

As you enter data, we recommend that you save your work from time to time with the quicksave **F10** key, especially before exiting and printing the reports.

# J-200 Software User Guide

## INTERIM REPORTS

(Process Mode 4) - **continued**

### **Interim Reports-General Fund (J-201I/J-401I) and Other Funds (J-2XXI/J-4XXI)**

These reports can be created for prior year, current year and subsequent years.

When completing these forms for subsequent years, you need only complete “Projected Year Totals,” Column D.

There are three sets of software screens in the General Fund Interim Reports (J-201I/J-401I)

- Unrestricted
- Restricted
- Summary—Unrestricted/Restricted

Data entered in the Unrestricted and Restricted screens will be automatically summarized in the Summary screen. The toggle keys for navigating between these three screens are listed on page 34 and are also indicated on the bottom of the data entry screen.

All Interim fund reports include columns that must be data entered and columns that are calculated by the software:

#### **Columns to be data entered**

- (A) Original Budget—Enter the Adopted Budget for 1st Interim only; data entered in Column A of the 1st Interim Report will carry forward to Column A of the 2nd Interim and End of Year Projection reports.
- (B) Approved Operating (Budget)—Enter the current board approved operating budget.
- (C) Actuals to Date—Enter the actuals from July 1 through the end of the applicable interim reporting period (October 31<sup>st</sup> for 1<sup>st</sup> interim; January 31<sup>st</sup> for 2<sup>nd</sup> interim; and April 30<sup>th</sup> for 3<sup>rd</sup> interim).
- (D) Projected Year Totals—Enter the projected total revenues, expenditures, and other activities for the entire fiscal year.

#### **Columns calculated by the software**

- (E) Difference—Difference between Column (B) and Column (D)
- (F) Percentage Difference—Percentage difference between Column (E) and Column (B)

The “total” fields are summed by the software. When finished with this report, press **[Esc]** to save the changes and exit to the Interim Reports Main Menu.



# J-200 Software User Guide

## INTERIM REPORTS

(Process Mode 4) - **continued**

### Average Daily Attendance (J-250A/J-450A/)

This report can be created for prior year, current year and subsequent years. There is no Average Daily Attendance form for JPAs.

When completing this form for subsequent years, you need only complete the “Projected Year Totals,” Column C.

The report columns are:

#### Columns to be data entered

- ESTIMATED P-2 Report ADA (For declining enrollment districts only.)
- (A) Original Budget: Enter the ADA used for the adopted budget—1st Interim only; data entered in Column A of the 1st Interim Report will carry forward to Column A of the 2nd Interim and End of Year Projection reports.
- (B) Approved Operating (Budget)—Enter the ADA used for the Board approved operating budget.
- (C) Projected Year Totals—Enter the projected ADA for the fiscal year.

#### Columns calculated by the software

- (D) Difference—between Column (B) and Column (D).
- (E) Percentage Difference—between Column (E) and Column (B).

Use the **[F7]** and **[F8]** keys to navigate between columns. The “total” fields will be summed by the software. When finished with this report, press **[Esc]** to save the changes and return to the Interim Reports Supplemental Forms Entry Menu.

### Actual and Projected Monthly Cash Flows (J-250-CASH/J-450-CASH/)

This report is like a spreadsheet with the months across the top of the form and data entry descriptions along the left side of the screen. LEAs may use their own cashflow worksheets as long as the cashflow is broken down by month and is projected through the end of the fiscal year.

To report the cashflow activity, input the following:

- The first prompt asks for your “Actuals Thru Month of (Enter 0 - 12).” Input the number of the month that your actuals are through and press the **[Enter]** key. For instance, if your data includes actuals through December (which means you’re using projections for January through June) enter 12. The month’s name will appear on the screen and also on the printout.
- The first time you enter data, enter the amount of the beginning cash balance in Section A for

# J-200 Software User Guide

## INTERIM REPORTS

### (Process Mode 4) - continued

the month of July and press the **[Enter]** key. Using the data you enter, the beginning cash balances for subsequent months will then be automatically calculated for the remainder of the spreadsheet.

- Enter the appropriate amounts in Sections B (Receipts), C (Disbursements), and D (Prior Year Transactions) for the month you are working with. Sections E (Net Increase/Decrease) and F (Ending Cash) are automatically calculated and Ending Cash is rolled over to the next month. Press **[F8]** until you get to the Total column to see your year-to-date totals.
- After input is complete, press **[Esc]** to save your changes and return to the Interim Reports Supplemental Forms Entry Menu.

#### **Certification of Interim Report (J-250/J-450I)**

This one-page report requires minimal data entry. You may enter the data in any order. When finished with this report, press **[Esc]** to save the changes and return to the Interim Reports Supplemental Forms Entry Menu. Make sure to obtain the proper signatures on the hard copy before submission. **NOTE: Completion of the certification of Financial Condition section is only required for the First and Second Interim Reports, not for End-of-Year Projections.**

#### **Revenue Limit Summary (J-251RL/J-451RL) (Optional)**

This optional form is similar to the J-201RL/*J-401RL*. The report columns are:

##### **Columns to be data entered**

- Board Approved Operating Budget
- Projected Year Totals

Use the **[F7]** and **[F8]** keys to navigate between columns. The “total” fields will be summed by the software. When finished with this report, press **[Esc]** to save the changes and return to the Interim Reports Supplemental Forms Entry Menu.

#### **Criteria and Standards (First Tier and Second Tier) (J-250CS/J-450CSI)**

The Interim Criteria and Standards report is similar to the Budget Criteria and Standards (see page 29) in that it begins with the First Tier section and allows you to access the Second Tier Criteria and Standards, if required. See page 32 for data entry instructions.

# J-200 Software User Guide

## INTERIM REPORTS

### (Process Mode 4) - continued

#### **Multiyear Projections (Form J-251MYP/J-451MYP)**<sup>4</sup>

LEA's may use the state's form developed for this purpose (Form J-251MYP/J-451MYP) or another form approved by the reviewing agency. The projection must be for the current and at least two subsequent fiscal years and must separately project unrestricted resources, restricted resources, and combined total resources.

The multiyear projections form has three parts: 1) unrestricted, 2) restricted, and 3) combined unrestricted/restricted. The unrestricted and restricted parts must be completed in order for the combined multiyear projection to be computed correctly. The software will automatically extract available data from the interim report (J-201I/J-401I) and the J-251CS/J-451CS for the base year projections. For districts only, revenue limit data will be extracted from the J-251RL into lines 1a through 1d of the unrestricted section and will be compared to line 1, Revenue Limit Sources (from J-201I). If the two amounts differ by more than \$100, an "Out of Balance" message will display upon closing the form. For the two subsequent fiscal years, the user must input current projections. If projections are entered as a dollar amount the percent change will be calculated; if entered as a percent change, the dollar amount will be calculated.

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<sup>4</sup> LEAs may use their own multiyear projection form upon approval by their reviewing agency.

# J-200 Software User Guide

## MATRIX REPORT

(Process Mode 5)

The California Department of Education is required to annually report statewide financial information to the U.S. Department of Education, National Center for Education Statistics (NCES). To obtain a representative sampling of California's data, the Matrix Report is utilized to collect data by object within program.

**Matrix forms are not required for all LEAs. Those requested to submit a Matrix form have been directly contacted and are consistent from year to year. If you are not part of the known list of LEAs that regularly file a Matrix report, then you do not need to file one.**

Due to the nature of their data, JPAs are given the option of filing a Matrix report or a J-780 Annual Program Cost Report (which is a separate software program). If you have questions about whether or not you are required to file a Matrix report, contact your county office of education for further information.

To access the Matrix forms, select Process Mode 5 from the Current Configuration Screen and press the **[Esc]** key. The Main Menu will list the forms and functions available in the Matrix Process Mode.

### SOURCE OF DATA

The Matrix data is derived from the Adjusted Direct Costs in Column 3 of your J-380/*J-580* Annual Program Cost Report (which is a separate set of software) and from costs in your J-201/*J-401*. Data in Column 3 of your J-380/*J-580* should agree with the cross-totals in the last column of the Matrix. The Expenditures and Other Financing Uses totals of the J-201/*J-401* should agree with the totals across the bottom of the Matrix.

Since the Matrix data is derived from Column 3 of the J-380/*J-580*, all instructional costs should be reported in the instructional programs and support costs should be reported under the appropriate support programs. Subtotals have been added throughout the Matrix form to aid in cross-checking against the J-380/*J-580*.

### DATA ENTRY

To access the Matrix form, select option 1 from the Matrix Main Menu. The first time you enter the Matrix you will receive the message "Amounts file invalid or not found??? Create a new one?? (Y)". After saying (Y)es, proceed by entering your expenditure data in the appropriate cells, then press the **[Enter]** key. You may use the **[F8]** key to scroll the columns to the right and the **[F7]** key to scroll the columns to the left.

# J-200 Software User Guide

## MATRIX REPORT

(Process Mode 5) - **continued**

You must verify that the totals across the bottom of the Matrix (EDP 500) agree with the corresponding totals on your J-201[J-401], and that the cross-totals in the last column agree with the corresponding entries in Column 3 of your J-380[J-580]. NOTE: EDP 445, Less Support to Other Funds, must be entered as a negative number (as it is entered in the J-380[J-580]) so the Matrix report will balance with the J-201[J-401] and J-380[J-580].

As you enter data, it is highly recommended that you save your work with the quicksave **(F10)** key, especially before exiting and printing the report. Also, please be sure to **fill out the contact information at the bottom of the Matrix data entry screen**. This will enable us to contact you should questions arise.

### TECHNICAL REVIEW CHECKLIST

When you have completed your Matrix information, it is time to do a technical review of the data. Select option 4 from the Main Menu. The first time you open the file you will receive the message “Amounts file invalid or not found??? Create a new one?? (Y)”. After replying (Y)es, you will be asked to input information concerning both your J-380[J-580] and J-201[J-401]. Where explanations are necessary, press the **(F4)** key to open a “pop-up” window where you can input your explanation. Press the **(F4)** or **(Esc)** key to continue the technical review. When finished with this report, press **(Esc)** to save the changes and return to the Matrix Main Menu.

**Note:** The JPA Matrix Technical Checklist differs slightly from the district version.

# **J-200 Software User Guide**

## **FUTURE YEAR BUDGET (2003-04)** **(Process Mode 6)**

Process Mode 6—Future Year allows LEAs to develop their 2004-05 budget at any time. This process mode allows the user the ability to plug in numbers for developing next year's budget (for funds only) and to print it out with the correct future fiscal year displayed in the header. When next year's final software is received, you will be able to call up Process Mode 6 data into your Process Mode 1 as you finalize your budget. There are no extractions or supplementals available in Process Mode 6.

To access the Future Year budget development module, select Process Mode 6 from the Current Configuration Screen and press the **Esc** key. The Main Menu will list the forms and functions available in the Future Year process mode. Basically, all selections will work the same as in other process modes.

# J-200 Software User Guide

## PRINTING

The J-200 software includes two standard options for printing the reports: normal and blank. When printing normal, only those files that include data will be available for printing. When printing blank forms, all reports that exist for the applicable process mode will be available. Selection of blank or normal reports can be made from either the Current Configuration Screen (Print Status) or from the Print Forms Menu by right clicking with your mouse on the “Print Status” line.

To print from any process mode, select option number 3—Print Forms. Funds will appear on the left side of the screen and supplemental forms will appear on the right side.

### FORM DEPENDENCY ALERT

Upon entering the Print Forms window, the following message appears when a form (see page 18 for a list of dependent forms) has been updated that affects an existing form, and that existing form has not been re-extracted:

Form Dependency Alert.  
Note: Forms displayed in this color are outdated. They may not be printed until they are re-extracted.

Press any key to clear the message and continue with your print selections, unless you want to print one of the forms indicated in the Form Dependency Alert. In that case, you must exit the Print Forms menu and re-extract that form. (**NOTE:** In addition to being displayed in a different color, forms not available for printing because they have not been re-extracted will also be preceded by ---, rather than [ ].)

### SELECTING FORMS

Desired forms can be selected in three ways:

Pick and Choose—Use the space bar or left mouse button to select (or deselect) particular funds/supplemental forms. (Pressing the **Enter** key will also select a form, but will simultaneously display either the print properties window or activate the printing process depending on which form(s) you have selected.) Toggle between Funds Data and Supps (Supplemental) Data sections by pressing **F6**.

All Funds or All Supplementals—Press **F6** to move between the Funds Data and Supps (Supplemental) Data sections, then press the **Ctrl S** key combination to select all forms listed on the side of the screen where the cursor is located.

# J-200 Software User Guide

## PRINTING - continued

All Funds and All Supplementals—Press the **Ctrl** **A** key combination to select all funds and supplementals. NOTE: To print all but a few forms in a section, simply select all forms in that section (**Ctrl** **S** for one section and **Ctrl** **A** for both sections) then use the **Enter** key, space bar or left mouse button to de-select the individual form(s) you do not want to print.

**CAUTION:** Memory problems may occur when printing multiple forms. If this occurs, reduce the number of forms printed at each session.

### MODIFYING DEFAULT PROPERTIES (Funds)

The software provides the option of printing specific sections for all funds (i.e., Revenue Detail for all funds). In addition, you can choose to print all projects or individual projects by section. To change your default print properties, select Modify Default Properties (on the funds side of the Print Forms window) with the space bar, the **Enter** key or your left mouse button, then select the print properties you prefer. The following print properties are available for the funds:

- Print Entire Fund
- Print Summary/Specific Section(s)
- Start Printing at Section
- Project Selection
  - All Projects
  - Project Summary Only

Selecting Print Summary/Specific Section(s) or Start Printing at Section will display a sub-menu with the following options:

- Summary Pages
- Revenue Detail
- Expenditure Detail
- Other Financing Sources/Uses Detail

From the Print Summary/Specific Section(s) option, you can select one or all of the items in the sub-menu. In the Start Printing at Section option, select the section that is to print first and the remainder of the sections on the list will be automatically included.

The Project Selection option provides for printing All Projects or Summary Projects Only. The default is to print all projects.

Once you have selected your desired default properties, be sure to save them by selecting Save Default Fund Print Settings. These settings will remain in place until modified and re-saved.



# J-200 Software User Guide

## PRINTING - continued

**NOTE:** If you are only printing one fund and want to change the print properties, it is not necessary to use the Modify Default Properties option. Pressing the **Enter** key, entering **P** or right clicking with your mouse, after making your selection of a single fund within the print menu, will display a sub-menu with the same options as Modify Default Properties. (If there are no projects for the fund you selected, the Project Selection option will not be displayed.)

### PRINTING FUNDS/SUPPLEMENTALS

Once you have selected the form(s) to print and the appropriate print properties, you can activate the print function in several ways:

Pressing the **Enter** key or a single click with the left mouse button on the Print NOW! box will take you to the Printing Screen where you will be prompted for additional options (datestamp, timestamp and paper alignment).

Double clicking with the left mouse button on the Print NOW! box will automatically begin printing the selected form(s) without further prompts.

If only one form is selected and the cursor is sitting on that form, or there are no forms selected, the print properties menu will pop up for the form your cursor is sitting on when the **Enter** key is pressed. If multiple forms are selected (or one form is selected and the cursor is sitting on another form) pressing the **Enter** key will automatically start the print function screen.

### PRINTING SECTIONS OF THE CRITERIA AND STANDARDS

Because the General Fund/*County School Service Fund*] Criteria and Standards form J-201CS/*J-401CS*] is so long, the software contains a feature to provide for printing specific sections. (This feature is not available for the Criteria and Standards other funds or Interim Criteria and Standards.) After selecting 200CS/*400CS*] from the Print Forms Main Menu, then 201CS/*401CS*] for the list of Criteria and Standards, press **P** or right mouse click to display the

# J-200 Software User Guide

## PRINTING - continued

201CS/401CS/ Properties menu. Select Print Specific Section(s), then select the specific section(s) you want to print. The following section selections are available:

- Criteria Section
- Supplemental Information Section
- Second Tier Review Section

After making your selection(s), you can either press the **Enter** key to begin the print process or double click on the Print NOW! box with your left mouse button to immediately start printing.

### PRINTING SECTIONS OF THE TECHNICAL REVIEW CHECKLIST

The default print for the Technical Review Checklist (TRC) is to print the entire form. As with the General Fund/*County School Service Fund*/ Criteria and Standards, a feature to print specific sections of the TRC is available. The functions work primarily the same as the functions of the Criteria and Standards. In the Print Forms option, with your cursor on the TRC you want to print, press **P** or click with your right mouse button. A sub-menu entitled 'Form xTR Properties' will appear. Select Print Specific Sections to display the list of sections available for that specific TRC. Select the section(s) to be printed by using the left mouse button or space bar, then press the **Enter** key or double click on the Print NOW! box with your left mouse button to print.

### PRINTING "EXCEPTIONS ONLY" FROM THE TECHNICAL REVIEW CHECKLIST

This option can be combined with the Print Specific Sections option to print exceptions only for certain sections or you can choose to print Exceptions Only for the entire report. After selecting the section(s) you want to print (or the entire form), from the Form xTR Properties window, select Format Selection—Exceptions, press **Enter** or double click on the Print NOW! box with your left mouse button to print.

# J-200 Software User Guide

## IMPORTING DATA

The Import Data option enables the user to import mainframe data or J-200 data prepared on another computer into the J-200 software on your computer. This option is accessed from the Main Menu.

### IMPORT DATA—FROM A MAINFRAME

The Import Data feature translates LEA data from mainframe computers into the format readable by the J-200 program. In this way, fiscal data residing on a mainframe or mini-computer can be processed through the J-200 software, taking advantage of the edit checks and automatic extraction programs for supplemental forms, as well as eliminating dual data entry. An additional advantage may be reduced LEA report writing since the J-200 software can be used to generate hard copy reports.

To utilize the mainframe import feature, a program must be written by your data processing person or other staff to deliver the mainframe data in the file format described in detail in Import Module Specifications (Attachment E, page 70). Note that there are different specifications to import Interim Report data because of the multiple columns and reporting intervals.

Once this program is written and data has been transferred to disk in the correct format, insert the disk containing the import files in drive A: (or B:) and select Import Data from the Main Menu, **(M)** for mainframe, then either **(I)** (Individual file for each fund) or **(S)** (Multiple funds in a single file), depending on the format of the import files. Specify the path where the files are located.

**CAUTION:** The import program requires (1) a printer to printout any error messages, and (2) that all master fund files (CCADEF.FFF where FFF are fund numbers) be loaded on the computer. Without these, error messages will occur on-screen and the import program will not work.

The program checks to see if any data files for the funds to be imported already exist. If it encounters any, the program will ask if you want to overwrite the file(s). If “yes” is chosen, the import process will proceed. If “no” is chosen, no data will be imported for that fund and the program will go on to the next fund.

Only fields that can accept data are loaded. In other words, fields that are X’d out on the forms cannot be imported. If an attempt is made to import X’d out fields, the message “Data exists for Column(s) where data is not allowed” occurs. The remaining fields are loaded.


The import module does not import data for any of the supplemental forms. The majority of these must be retrieved and extracted after the fund data has been imported. The balance of the supplemental forms must be completed by manually entering the data into the software.

# J-200 Software User Guide

## IMPORTING DATA - continued

If errors occur during import, an error report will print on the printer attached to your computer. Import Module Specifications (Attachment E, page 70) lists the types of errors that may occur.

### IMPORT DATA—FROM ANOTHER COMPUTER

If you would like to import J-200 data files from another computer using a disk, select Import Data from the Main Menu, then  for another PC. This command cannot be used to combine 2002-03 Estimated or Unaudited Actuals columns with 2003-04 Budget columns. Note that the default Import drive/paths are as follows: “A:\J200\_03\” for Process Modes 1, 2, 3, and 4, “A:\MTRX\_03\” for Process Mode 5, and “A:\J200\_04\” for Process Mode 6. (The default drive and paths are automatically created when the “Export for Other purposes” is performed.) The Import feature requires that a printer be attached.

**CAUTION:** Importing data overwrites all data in your fund. If one person is working on the Unaudited Actuals side and exports data to a person working on the Budget side, importing the data will overwrite any budget information already entered. This command cannot be used to combine the 2002-03 Estimated or Unaudited Actuals columns with the 2003-04 Budget columns. Any combining of these figures must be done manually.

You may select individual files that you want to import by typing the number from the bottom of the screen, or you may type “ALL” and all files within the drive/path will be copied to your computer. The program will ask whether to overwrite any existing files. As cautioned above, it cannot be used to combine the 2002-03 Estimated or Unaudited Actuals columns with the 2003-04 Budget columns.

# J-200 Software User Guide

## EXPORTING DATA

**The software will only allow you to export files for the process mode you are currently in. For instance, if you want to export Unaudited Actuals data you must be in Process Mode 3. If you are one of the LEAs filing a Matrix, you will have to be in Process Mode 5 in order to export the Matrix data.**

The Export Data option is accessed from the Main Menu and may be used to:

- ✓ Make the final validation checks of your data before copying it to disk for submittal to the county office of education and, subsequently, to the California Department of Education (using Export for the State).
- ✓ Give your data (via disk) in draft form to someone else so they can work with it on another computer (using Export for Other purposes).
- ✓ Back-up your files as a precaution against loss (using Export for Other purposes).

### EXPORTING DATA—TO STATE

Once all your data has been entered, edited, and reviewed by LEA staff, and the J-200CA/*J-400CA* and the *J-501JUV* have been printed and signed, the data can then be exported to disk for submittal to the State. NOTE: Re-extract the Technical Review Checklist right before you run the Export for the State process to verify that there are no outstanding exceptions.

**CAUTION:** Data disks with erroneous data, not properly exported, or otherwise unreadable by CDE's computers **will be deemed non-submissions**. The district or county office of education may be required to resubmit the data on a valid disk.

During the Export for the State process, the program will perform the following validation checks which are the same as those performed in the Technical Review Checklist:

- Have any funds or supplemental forms been modified since the Technical Review Checklist was last generated?
- Are all required funds and supplemental forms present?
- Are the funds in balance?
- Have any forms used to extract data to other forms been modified and re-saved without re-extracting the affected form (i.e., the J-218P/*J-418P* extracts from the J-218/*J-418*) (see page 18 for a complete list of dependent forms)).
- Have all exceptions on the Technical Review Checklist been explained?

# J-200 Software User Guide

## EXPORTING DATA - continued

To export your data to the State, place a formatted disk (see Hints on Formatting Disks, page 51) in the appropriate disk drive, and select Export Data from the Main Menu. The software will ask you to verify, by indicating (Y)es, the process mode you are attempting to export, then whether you want to export all of the CDS codes in your subdirectory (if you have more than one), or if you want to export only the CDS code you are currently working on. To export only the one CDS code you are working on, select **(N)** (this step is skipped if you only have one CDS code in your subdirectory), then **(S)** for State. If any of the above referenced checks fail, the Export will abort and you can browse the error messages (press **(B)**) or print them out (press **(P)**). These problems must be corrected before your data can be successfully exported to the state. This option may also be used periodically to check the validity of your information even though you may not be ready to send the information to the State.

After completing the Export for the State process, check the disk to verify the export completed successfully. In addition, please remember to label the disk with your CDS code, LEA name, fiscal year, and the type of data being submitted (i.e., budget, unaudited actuals, matrix, or interim).

**NOTE:** It is acceptable to combine (export) more than one type of data (i.e., J-200 and Matrix) onto a disk, **as long as you have properly used the Export for the State process and the disk is clearly labeled.**

*For county offices of education, you may export all your districts at once using this option. To do so, place a formatted disk (see Hints on Formatting Disks, page 51) in the appropriate disk drive, select Export Data from the Main Menu. The software will ask you to choose (Y)es to verify the Process Mode you are going to export. You will then press **(Y)** to export multiple CDS codes found in the data path.*

*You will only be able to select for export (using the **(+)** or **Ctrl (A)**) those CDS codes whose configuration files match the process mode you are currently exporting. For instance, if a configuration file shows Process Mode 5 (Matrix), and you are exporting for Process Mode 3 (Unaudited Actuals), you will be unable to export that file.*

*If there are CDS codes in the configuration file listing you wish to export that have a different process mode than you are exporting, you must exit the Export Data function and return to the Current Configuration Screen to select the proper process mode for each CDS code.*

*Once the CDS codes have been marked for export, choose **(S)** for State. If multiple disks are required, the software will prompt you to insert the next disk when the first disk becomes full.*

# J-200 Software User Guide

## EXPORTING DATA - continued

*Please do not copy files through DOS or set up separate sub-directories on the disk; the files are unique and the export command will create separate subdirectories recognized by the CDE's data collection and review system.*

*If any of the checks fail, the Export will abort and you can browse the error messages (press **B**) or print them out (press **P**). These problems must be corrected before the data can be successfully exported. This option may also be used periodically to check the validity of the information even though you may not be ready to send it to the State.*

### EXPORTING DATA—TO ANOTHER COMPUTER

CAUTION: Be careful! This command cannot be used to combine the 2002-03 Estimated or Unaudited Actuals columns with the 2003-04 Budget columns. Exported data overwrites all data when copied onto the other computer. If one person is working on the estimated actuals and exports data to a person working on the budget, the exported data will overwrite the budget information when it is copied onto the second computer. Any combining of these columns must be done manually.

To begin this export, place a formatted disk in the appropriate disk drive and select Export Data from the Main Menu. The software will ask you to verify, by indicating (Y)es, the process mode you are attempting to export. Once you've verified the data that is going to be exported, the software will need to know if you want to export all of the CDS codes in your subdirectory (if you have more than one), or if you only want to export the CDS code you are currently working on. To export only the one CDS code you are working on, select **N** (this step will be skipped if you only have one CDS code in your subdirectory), then **O** for Other purposes. Any existing J-200 files with the CDS code you are exporting (if any exist) will be deleted from the disk and the new ones will be copied to the disk. The disk can then be imported onto another computer by following the directions in Import Data—From Another Computer, page 47.

- ✓ Using the Export for Other purposes is a quick way to back-up your files. When using this option the data does not have to pass the validation checks that are necessary when choosing Export for the State.

# J-200 Software User Guide

## HINTS ON FORMATTING DISKS

The following information will help you properly format your disk:

**CAUTION:** It is VERY IMPORTANT that your data disk be formatted properly before information from the J-200 software is exported to it. Improper formatting increases the possibility that your disk cannot be read by CDE computers. If this occurs, your data will be considered a non-submittal and CDE will request a corrected disk.

Disks may be formatted in low or high density. However, your disk and disk drive must be compatible. For instance, DO NOT FORMAT LOW DENSITY DISKS ON A HIGH DENSITY DRIVE. In general, use a 3½" high density disk if you have the capability. They are sturdier and more adaptable.

If you are not sure what type drive you have, format a disk and check the results. To do this, insert the disk in the disk drive and type the following at the DOS prompt:

format a: (or b:)

If you receive any error messages prior to or after formatting, your disk and disk drive are incompatible. Following are some physical characteristics that will help you identify the type of disk being used and some common error messages to look for when formatting.

- 3½" low density (720K small floppy disk) has one write protect tab (square hole at top).  
**Format in a low-density drive only.** If you attempt to format in a high-density drive, a bad track 0 error message appears.
- 3½" high density (1.44MB small floppy disk) has 2 write protect tabs (square holes at top) and has the letters "HD" stamped on it. Format in a high-density drive.

Disks should contain only the exported data files. Use of the export module ensures that the technical checks have been performed and that it will pass our review.

**If your disk contains files that have not been exported or are not readable, it will be considered a non-submittal and the LEA will be required to resubmit the data on another disk.**



# J-200 Software User Guide

## ATTACHMENT A

### Navigating in the J-200/400/600 Software

The basic entry/edit operations and/or exceptions in the entry or edit mode are shown below:

- Computation** The program automatically recalculates the form on-screen whenever you change the information in a cell by pressing the **Enter** key or an arrow key. Pressing the **F9** key will also recalculate the entire worksheet.
- Deleting Data** Pressing **Alt C** deletes data in the entry field, **Alt D** deletes all data entered in the fund or form on-screen, and **Alt S** deletes data in the side (actual or budget) where the cursor is located in the fund or form. These functions are not available for the Summary of Interfund Activities supplemental forms.

If a form has extracted fields that have been overwritten by manual input, using **Alt D** will delete the input data and restore the extracted data. Upon exiting the form the software will display the following message:

By pressing **Alt D** you returned the Extracted data to its original, unmodified state. Do you want to Save this file, Erase this file, or Not Save these changes (Enter S, E, or N)?

To eliminate a fund from the table of contents, enter the fund through the Modify Funds menu, use **Alt D** to delete all the data in the fund, and save the changes when you exit the fund. If the fund has multiple projects, delete the projects after selecting the fund from the Modify Funds menu, and using the instructions at the bottom of the screen in the Projects screen.

- Enter** To record a number after the digits are typed, press the **Enter** key. Pressing the **Enter** key moves the cursor to the next **entry** field, bypassing any extracted or calculated fields. The **↓** or **↑** keys move the cursor to the next (or previous) field (entry, extracted or calculated) in the form.
- Entering Cents** To enter numbers with cents, you must have indicated “Yes” to “Do you want to input and print cents?” in the Current Configuration Screen. Once you’ve done this, you will enter your dollar amounts using the **.** to indicate the cents portion of the number.
- Help** The **F1** key is the help key. It is context sensitive to provide help wherever you are located. After pressing **F1**, press **K** to get the keyboard legend.

# J-200 Software User Guide

## ATTACHMENT A

### Navigating in the J-200/400/600 Software - continued

- Insert** To use the insert mode in a cell, press the **Ins** key. Insert mode is automatically turned off any time a field is exited.
- Mouse Movements** Both the left and right buttons of a mouse are active in the J-200 software. Clicking the left button anywhere in the headings is the same as **PgUp**. Clicking below the last data entry line is the same as **PgDn**. The mouse can be used to move between actual and budget columns for funds where both are on-screen, just as the **F6** key is used.
- In the J-390/[J-590] a mouse can be used to move among established columns, but not between the heading and body of a column. In the body of a data column, a mouse can be used the same as **PgUp** and **PgDn**. The mouse will not move between pages (entitlements and grants), which must be accomplished with **Ctrl PgUp** or **Ctrl PgDn**.
- You can also use the left mouse button, by double clicking, to select any menu item or to activate the Print NOW! function.
- The right mouse button can be used to select print status (normal or blank) within the Print Forms Menu and to display the print properties windows to select print options for funds, Technical Review Checklists or Criteria and Standards.
- Movement** Pressing the **Enter** key moves the cursor to the next entry field, while the **↓** and **↑** keys move to the next (or previous entry) field in the column. **Tab** is used in some forms to move forward and **Shift Tab** moves the cursor backwards.
- In the Technical Review Checklists and the Criteria and Standards, pressing the **F2** function key will display lists of sections for quick movement within the forms.
- Negative Amounts** Press the **-** key before entering the number. To make a previously entered number negative, move one space to the left of the first digit, type **-**, and press the **Enter** key.
- In the Criteria and Standards, the software will automatically convert a negative number input for Operating Deficit to a positive number.
- Typeover** The default entry/edit is typeover—move the cursor to the proper position and type the new numbers.

# J-200 Software User Guide

## ATTACHMENT B

### Software Questions and Answers

The J-200 software has been in use for many years, which has allowed us to make significant improvements in the capability and performance of the software. With the implementation of the standardized account code structure (SACS), we are limiting our revisions to only those that are necessary. Still, there are new users and new equipment, which generate a wide range of questions regarding installation and operation of the software.

We would like to share some of the recurring questions we receive along with possible solutions, in the event that you encounter similar situations. These questions and solutions are recounted in the following pages. If additional assistance is needed, CDE staff are available weekdays between 8:00 a.m. and 5:00 p.m. to solve your software installation and operation problems. If your call transfers to voice mail, please be sure to leave a detailed message describing your problem, including the type of computer and printer you have, and what functions you were doing prior to the problem.

**J-200 Software Assistance:**  
California Department of Education  
School Fiscal Services Division  
Financial Accountability and Information Services  
(916) 322-1770  
[faisinfo@cde.ca.gov](mailto:faisinfo@cde.ca.gov)

- ⇒ **Please note:** In the interest of readability, it is assumed in the following text that the J-200 software is installed on the directory “C:\J200” and that the external disk drive is “A:\”. If you are using a disk drive or directory name other than these (which are the defaults), you need to substitute your own selections in place of the references which follow. Also, if you represent a county office or a JPA, all references to fund data and supplemental reports are relevant to their equivalent reports for your agency (i.e., references to the “J-201” are equally valid regarding the “J-401” and the “J-601,” and references to the 2TR are equally applicable to the 4TR and the 6TR).

### Installation

**Question 1:** While installing the software from my diskette for the first time, I received an error message during the installation process.

**Response:** Most likely, the problem is a bad diskette. You might try installing again or on another computer. If you get the same error message, contact your county office to obtain another set of software.

# J-200 Software User Guide

## ATTACHMENT B

### Software Questions and Answers - continued

**Question 2:** The installation program is asking for the location of last year's data files, however, I deleted last year's program and data.

**Response:** That's ok, last year's data is not required for running this year's program or for completing the installation program. However, if you want to take advantage of the Criteria & Standards data extraction capabilities, then you will want to copy last year's data files to your computer.

If you have last year's data disk, create a sub-directory under the C:\J200 directory called "0203DATA" so the complete path will be C:\J200\0203DATA\. Copy the files from the data disk to the new sub-directory, for instance, the command might be:

```
COPY A:\J200_02\*. * C:\J200\0203DATA\
```

Finally, in the software under Configure System, Configure Paths, input the Previous Year Data Path as "C:\J200\0203DATA\" and save the configuration.

### Operating System

**Question 3:** Is there a version of the software for the MAC or Windows?

**Response:** MAC: There are no plans to write a MAC version of the J-200. However, several users have successfully run the program using SoftPC. If you are interested in running the program on your MAC, contact us for references.

Windows: We planned on developing a Windows version at one time. However, it became necessary to devote our time and resources to developing and enhancing the standardized account code structure (SACS) software. The J-200 software will remain a DOS product only. The current (DOS) software can run in the Windows environment (including Windows 95, 98 and 2000). When using the software in a Windows environment, be sure to select the J200FULL.PIF, J200WIN.PIF or J200.BAT file in the icon command line to start up the program; otherwise you may receive out of memory error messages.

# J-200 Software User Guide

## ATTACHMENT B

### Software Questions and Answers - continued

**Question 4:** I have a PowerPC and have been having problems saving screen colors and data files.

**Response:** A user has had success running the J-200 software on a PowerPC using SoftWindows only after selecting “Disable 287” in the SoftWindows Setup Menu. This selection is a toggle, so after you select “Disable 287,” whenever you subsequently pull down on the Setup Menu it will read “Enable 287,” which is ok and means the selection is properly disabled.

### While in the Program

**Question 5:** While working in the program, I get an error message “Error Code xx” where “xx” is a number.

**Response:** See the list of QuickBasic Error Codes (Attachment C, page 65) for a clue to the problem. Try re-starting the program and attempt to duplicate the problem. If necessary, warm boot the computer (hold the **Ctrl** and **Alt** keys down, then press the **Del** key) and try again. If the problem still occurs, contact your county office or call our help line. Record the error code number and description, and the steps that lead to the problem.

**Question 6:** I have entered data on the supplemental form J-390 for my first program. However, I am unable to “tab” to the next column to continue entering additional programs.

**Response:** Before you can “tab” between columns, you must first create a new column by holding the **Ctrl** key and pressing the **→** key once for each column you wish to add. To delete a column, hold down the **Ctrl** key and press the **←** key (see the keystroke legend which is displayed at the bottom of your computer screen).

A similar problem sometimes occurs when attempting to switch between sections. Use the **Ctrl PgUp** and **Ctrl PgDn** keys to move between sections. For keystroke legend, look at the bottom of the screen.

# J-200 Software User Guide

## ATTACHMENT B Software Questions and Answers - continued

### Technical Review Checklist (TRC)

**Question 7:** My Technical Review Checklist tells me under **STEP 1: EXPORT VALIDATION** that required forms have not been completed. How do I get rid of this message?

**Response:** Certain forms are required for each Process Mode and for Export for the State. Call up the uncompleted form, input your data, and save it, then re-run the TRC (being sure to select the (E)xtract option) for the message to disappear. If you are not required to complete the form, press **F4** at the exception to explain why you are not including the form(s). The Exception will still remain, but providing an explanation will allow you to Export for the State.

**Question 8:** My TRC prints “Exception” for the J-200 Table of Contents followed by the message, “Form: 300S Dependent Form 202 has been modified.”

**Response:** This means that fund data in the account codes extracted in the J-300S has been changed. In this case, the J-300S must be re-run and saved, then the TRC must be re-run. Other forms such as the J-385 must be re-extracted any time any fund data has been changed. The proper sequence to follow when data are modified is:

- ✓ Modify and save fund data.
- ✓ Extract and save supplemental forms (i.e., J-300S and J-385).
- ✓ Extract and save the TRC.
- ✓ Print reports, if necessary.

**Question 9:** I can’t Export for the State. The Browse menu says “Unexplained Exception fields exist in the 3TR.”

**Response:** In the TRC, any field with a valid “Exception” has to have an explanation. To do this, with the cursor on the Exception field, press the **F4** key and type your explanation. When you are finished, press the **F4** key to return to the TRC. To double check, when you press the **Esc** key to exit the TRC, you will be prompted that “There are unexplained exceptions within this file!” if any still exist. If there are no unexplained exceptions, the Export for the State should be successful.

# J-200 Software User Guide

## ATTACHMENT B

### Software Questions and Answers - continued

**Question 10:**    **Error Code 7—Out of Memory or Error Code 14—Out of String Space appears when running the Technical Review Checklist or Criteria & Standards.**

**Response:**     There may not be enough available memory to run the TRC or Criteria & Standards although the rest of the software runs fine. The TRC requires a large block of Random Access Memory (RAM), at least 491 Kilobytes, as it is opening and extracting data from several files.

Another possible cause is if the computer is connected to the county mainframe computer. Sometimes these connections leave fragmented memory upon exit, which will affect the memory block available.

- ✓ Reset memory by warm booting your computer (hold the **Ctrl** and **Alt** keys down, then press the **Del** key). After warm booting, try running the program and see if you are successful. If you are connected to the mainframe and are experiencing these problems, warm booting before running the J-200 software may be a good practice to reset your memory.

To determine how much memory you have available, type “**chkdsk**” at the c:>prompt. The last two lines “bytes total memory” and “bytes free” are the key numbers. “Bytes free” must be at least 491 Kilobytes. If “bytes free” is less than 491 Kilobytes, RAM needs to be increased. If you are unfamiliar with the computer setup or working with DOS commands, contact your computer specialist to configure the computer system so at least 491 Kilobytes of RAM is available for the J-200 program. Some things that can be done to free up more of the lower memory or get the software to run successfully are described below:

- ✓ If using DOS version 5.0 or higher, load DOS, network or other drivers into upper memory;
- ✓ If using Windows, use the J200FULL.PIF or J200WIN.PIF file (provided in the software files) or use the J200.bat file. Do not execute the fdemmain.exe file directly, as the “set overlay\_heap=1” command (which frees up memory) will not be executed;
- ✓ Unload any memory resident programs;
- ✓ Create a DOS boot floppy disk using the format/s command on your “A” disk drive size disk.

# J-200 Software User Guide

## ATTACHMENT B Software Questions and Answers - continued

### Criteria & Standards (C & S)

**Question 11:** I had deleted last year's program and data files, therefore I cannot take advantage of the C & S extraction.

**Response:** See Response to Question #2.

### Printing

**Question 12:** I could not find my printer on the Printer Selection Menu when I was setting up my system configuration.

**Response:** Unfortunately, because this is a DOS application we are unable to update the printer drivers. Fortunately, though, the drivers provided in the software will work for the most common printers. Your printer may "emulate" one of the printers on the list, or you can contact your county office of education.

- ✓ The easiest option is to select a printer which is similar to your own from the list and try printing a sample report. Check your printer manual for names of printers that your printer "emulates." If in doubt, select and try Epson FX-286 or IBM Graphics Printer for a dot matrix printer, or select HP Laserjet Series II for a laser printer.
- ✓ If your printer has a button or toggle switch that allows it to emulate one of the printers on the list, turn that switch on, then select the printer which it will emulate from the menu.
- ✓ Review Print Driver Listing (Attachment D, page 66) to see if your printer is listed. If so, you may either contact your county office of education and ask them to send you the listed print driver file or download the file from our Internet FTP site (see page i for the site address). Load the driver according to the instructions on page 2.



# J-200 Software User Guide

## ATTACHMENT B

### Software Questions and Answers - continued

**Question 13:** I receive the message “Error Code 67—Too Many Files Open” when I try to print my reports.

**Response:** A quick fix to try is to print fewer reports at a time, especially if this error occurred when trying to print all the reports at once.

Otherwise, on most computers, a file named “CONFIG.SYS” will have been created to specify a number of system settings. If you receive an error code that too many files are open, it may mean that the setting for “FILES=xx” (where xx is a number) in your CONFIG.SYS file is not high enough, or you do not have a CONFIG.SYS file and your system is controlled by default settings.

To fix this problem, check to see if a CONFIG.SYS file exists, probably in your C:\ directory. If the file already exists, use Edlin or another editor to change the settings to “FILES=50” and “BUFFERS=30”. If the file does not exist, create a new file with that name and include the settings just specified.

⇒ **Please note:** Once you have modified and saved the file, you must reboot the computer to make the new setting take effect before restarting the J-200 software.

**Question 14:** I just keyed all this data, and now I can’t print anything and there is no error message! Or, my computer just prints out garbage.

**Response:** Printer problems without an error message are not uncommon and their diagnosis can be elusive, however, you should check the following:

- **The printer connection may be faulty.**
  - ✓ Make sure the printer is turned **ON**.
  - ✓ Look at the back of the computer and printer to see that the printer cable is secured tightly.
  - ✓ Press the **(PrtScr)** key to see if you can obtain a print screen (if your computer has this capability).
  - ✓ Make sure the printer port selected in the software (Current Configuration Screen) matches the port on your computer and your printer.

# J-200 Software User Guide

## ATTACHMENT B

### Software Questions and Answers - continued

- **The appropriate printer may not have been selected or the printer may be emulating another printer type.**
  - ✓ Check to see if the printer selection included in your Current Configuration Screen corresponds with your printer. If not, place your cursor on “Printer:”, press **F2** and select the correct printer from the list of printers supported by the J-200 software. If your printer is not one of those for which there is a preset configuration, see the response to Question 12 on page 59 for instructions on alternative solutions.

**Question 15:** When I “date-stamp” my funds and forms, the date is wrong. How do I correct this?

**Response:** After selecting the funds or forms to be printed, you will be asked, “Do you want to Timestamp your Documents?”. If you answer yes, the software will display the date and time from your system’s internal clock and allow you to change them for the funds or forms you select to print at that time. When the software finishes printing those forms, you return to the Main Menu. The next time you enter the print menu, you will again have to correct the date.

If you have to make this change each time you print, your system clock should be corrected. This must be done as a DOS command from the DOS prompt (usually C:>). At the DOS prompt type “date” and press the **Enter** key. The computer will show the date currently on its system clock. Type in the correct date using the same format it has (probably “MM-DD-YEAR”) and press the **Enter** key. For the year, you can enter just the last two digits, “00”. Next, type “time” and press the **Enter** key. Type in the correct time using a twenty-four hour clock (that is, 2:25 P.M. would be recorded as 14:25). This procedure will correct your computer’s internal clock. If you’re having problems, have your AUTOEXEC.BAT file modified to prompt you for the correct date and time each time you start your computer. If your computer always shows 01-01-1980 as the time, it either has no internal clock or the clock’s battery is dead.

**Question 16:** I can’t print on my PowerPC using SoftWindows.

**Response:** A user reports that the Epson LQ-2500 printer type must be selected in the SoftWindows Setup Menu.

# J-200 Software User Guide

## ATTACHMENT B

### Software Questions and Answers - continued

**Question 17:** I have Windows 95, 98 or 2000, and can't print. I get an "Out Of Paper" or "Printer Initialization" error.

**Response:** In Windows 95, and later versions, we are able to print the J-200 software when the printer is a local printer or a network printer with the port set to LPT1. Make sure to capture the printer port and select the "print directly to the printer" option specified in spool settings. You can get to this menu in Windows 95 by double clicking the My Computer icon, double clicking the Printers folder, right clicking on the printer you wish to print to, and selecting "Properties." In the Properties Menu, select the "Details" tab. You will be able to change your port and spool settings in this window as well as capture the port.

### Exporting and Transferring Files

**Question 18:** I received Error Code 57 and the message "Device I/O Error" when Exporting Data.

**Response:** This error message refers to a hardware problem encountered as the computer attempts to copy the files from your hard disk, the "C:" drive, to the disk in the "A:" drive.

- ✓ Is the disk properly inserted in Drive "A:" (correct side up, inserted all the way, and the drive closed)?
- ✓ Is the disk to which you are attempting to copy properly formatted and undamaged? If not, see "Export Data—to State" on page 48 for formatting hints.

**Question 19:** I have installed the J-200 software on a new computer and I want to transfer existing data files from my old computer.


**Response:** Use Export Data and Import Data options from the Main Menu to transfer data from one computer to another. Make sure the same version of the J-200 software is installed on the new computer.

- ✓ Place a formatted disk in the appropriate disk drive of the old computer, select Export Data from the Main Menu, ☐ if process mode is correct, ☐ for exporting current CDS code only (appears only if other CDS codes exist in the same data directory), then ☐ for Other purposes.

# J-200 Software User Guide

## ATTACHMENT B

### Software Questions and Answers - continued

- ✓ Take the disk on which you exported your files to the new computer, place it in Drive “A:”.
- ✓ On the new computer, select Import Data from the Main Menu,  another to copy the files to the new computer, then type “ALL” to import all files.

**CAUTION:** Any data files that previously existed on the receiving computer will be replaced. This method cannot be used to combine 2002-03 Estimated or Unaudited Actuals data with 2003-04 Budget data.

### Matrix (Process Mode 5)

**Question 20:** What is a Matrix and do I have to fill one out?

**Response:** Matrix reports are only requested from a selected, consistent list of LEAs. Please see the Matrix section on page 39 for further information on what the Matrix is and who should file.

### Miscellaneous

**Question 21:** Mainframe connections—memory questions “Error Code 5—Illegal Function Call”, “Error Code 7—Out of Memory”, “Error Code 14—Out of String Space”, or “Error Code 55—File Already Open”.

**Response:** Memory resident programs may be present in computers which are connected to a mainframe, a local area network, or are running menu shells (i.e., WordPerfect Office). The error messages may appear at various points in the program or may preclude you from starting the program altogether.

Connection to the mainframe enables users to work in the PC environment on their computer, then either log onto the mainframe system or “hot key” (simultaneously pressing a series of keys to toggle into another program) to obtain accounting or other information. In certain hardware and software configurations the PC’s internal memory (Random Access Memory) retains fragments of the mainframe connection after you exit the mainframe. These fragments may conflict with the J-200 software, causing the program to lock up.

# J-200 Software User Guide

## ATTACHMENT B

### Software Questions and Answers - continued

If you are running into problems of not enough memory, your computer may need to be reconfigured to take advantage of high memory. Consult your computer specialist to load applicable programs into upper memory. Following are several methods which you might employ to correct this problem.

- ✓ Try to reset memory by warm booting your computer. To do this, hold down the **Ctrl** and **Alt** keys and press the **Del** key. This will restart your computer and will usually clear out settings which remained temporarily in the computer following a previous operation.
- ✓ If simply rebooting the computer does not solve the problem, try to unload any memory resident programs.
- ✓ Another option is to boot-up with a DOS start-up system disk in Drive A:, change to Drive C:, and start the J-200 software.
- ✓ You may also edit the “AUTOEXEC.BAT” file to inactivate any memory-resident programs. This can be accomplished by temporarily inserting “REM” in front of commands that invoke these programs.
- ✓ After saving the “AUTOEXEC.BAT” file with these edits, reboot the computer and start the J-200 software.

⇒ **Remember:** When you are finished with the J-200, edit your AUTOEXEC.BAT file again by removing “REM” statements you previously inserted in order to run the J-200 software.

**Question 22:** Is there an easy way to back up my data files?

**Response:** The easiest way, if you do not have a backup system, is to use the Export Data, Other command which will copy your data files to a formatted floppy diskette. (For backup purposes, be sure to use the Other command and not the Export for the State command.)

# J-200 Software User Guide

## ATTACHMENT C

### QuickBasic Error Codes

The following QuickBasic Error Codes may appear during the operation of this software. In some instances the description of the error code may help you identify a solution to the problem.

2—Syntax Error	55—File Already Open
3—Return Without Gosub	56—Field Statement Active
4—Out of Data	57—Device I/O Error
5—Illegal Function Call	58—File Already Exists
6—Overflow	59—Bad Record Length
7—Out of Memory	61—Disk Full
9—Subscript Out of Range	62—Input Past End
10—Redimensioned Array	63—Bad Record Number
11—Division by Zero	64—Bad File Name
13—Type Mismatch	67—Too Many Files
14—Out of String Space	68—Device Unavailable
16—String Formula Too Complex	69—Com Buffer Overflow
19—No Resume	70—Permission Denied
20—Resume Without Error	71—Disk Not Ready
24—Device Timeout	72—Disk Media Error
25—Device Fault	73—Advanced Feature Unavailable
27—Out of Paper	74—Rename Across Disks
50—Field Overflow	75—Path/File Access Error
51—Internal Error	76—Path Not Found
52—Bad File Number	Unnumbered—File in Use
53—File Not Found	
54—Bad File Mode	

# J-200 Software User Guide

## ATTACHMENT D Print Driver Listing

<b>Printer</b>	<b>File Name</b>	<b>Printer</b>	<b>File Name</b>
AEG ESW 2500i .....	DRVAE25I.EPD	C.Itoh JetSetter (Landscape) .....	DRVCIJSL.EPD
AEG Olympia Laserstar 6 .....	DRVALS6.EPD	C.Itoh JetSetter (Portrait) .....	DRVCIJS1.EPD
AEG Olympia NP 136SE .....	DRVAELS6.EPD	CIE LIPS 10 Plus (Landscape) .....	DRVLP10L.EPD
AEG Olympia NP 30 .....	DRVAENP3.EPD	CIE LIPS 10 Plus (Portrait) .....	DRVLP10I.EPD
AEG Olympia NP 60 .....	DRVAENP3.EPD	Canon BJ-10E .....	DRVCNBJE.EPD
AEG Olympia NPC 136-24 .....	DRVAEGNP.EPD	Canon BJ-10E (Sheet Feeder) .....	DRVCNBJE.EPD
AEG Olympia NPC 136-24 (Color) .....	DRVAEGNP.EPD	Canon BJ-130 .....	DRVCNBJE.EPD
AEG Olympia NPC 80-24 .....	DRVAEGNP.EPD	Canon BJ-130E .....	DRVCNBJE.EPD
ALQ 200 .....	DRVAL224.EPD	Canon LBP 8III .....	DRVCNLBP.EPD
ALQ 200 (3 Bin) .....	DRVAL224.EPD	Canon LBP 8IV .....	DRVCNLBP.EPD
ALQ 200 Color .....	DRVAL224.EPD	Centronics 351-PC (Epson Mode) * .....	DRVEPFQ.EPD
ALQ 200 Color (3 Bin) .....	DRVAL224.EPD	Citizen MSP-10/15 .....	DRVCTSP1.EPD
ALQ 300 .....	DRVAL224.EPD	Citizen MSP-50/55 .....	DRVCTSP5.EPD
ALQ 300 (3 Bin) .....	DRVAL224.EPD	Citizen MSP-50/55 (Color) .....	DRVCTSP5.EPD
ALQ 300 Color .....	DRVAL224.EPD	Cordata/Corona LP 300 .....	DRVCORDT.EPD
ALQ 300 Color (3 Bin) .....	DRVAL224.EPD	Corona GSX-140 .....	DRVGX140.EPD
AST TurboLaser (Landscape) .....	DRVASTBO.EPD	Corona GSX-140 (Color) .....	DRVGX140.EPD
AST TurboLaser (Portrait) .....	DRVASTBO.EPD	Corona GSX-140 (Color, Sheet Feeder) .....	DRVGX140.EPD
AST TurboLaser/PS * .....	DRVASTBO.EPD	Corona GSX-140 (Sheet Feeder) .....	DRVGX140.EPD
Acer LP-76 .....	DRVAC3.EPD	Corona GSX-145 .....	DRVGX140.EPD
Acer LP-76 (Landscape) .....	DRVACPL.EPD	Corona GSX-145 (Color) .....	DRVGX140.EPD
Alps P2000 .....	DRVACPL.EPD	Corona GSX-145 (Color, Sheet Feeder) .....	DRVGX140.EPD
Anadex DP-6500 .....	DRVAND65.EPD	Corona GSX-145 (Sheet Feeder) .....	DRVGX140.EPD
Anadex DP-9625 .....	DRVAND96.EPD	Corona GSX-150 .....	DRVGX140.EPD
Anadex DP-9725 .....	DRVAND97.EPD	Corona GSX-150 (Color) .....	DRVGX140.EPD
Anadex WP-6000 (Correspondence Quality) .....	DRVAND60.EPD	Corona GSX-150 (Color, Sheet Feeder) .....	DRVGX140.EPD
Anadex WP-6000 (Draft) .....	DRVAND60.EPD	Corona GSX-150 (Sheet Feeder) .....	DRVGX140.EPD
Anadex WP-6000 (Letter Quality) .....	DRVAND60.EPD	Corona GSX-155 .....	DRVGX140.EPD
Brother HL-8 .....	DRVBRL8A.EPD	Corona GSX-155 (Color) .....	DRVGX140.EPD
Brother HL-8E .....	DRVBRL8A.EPD	Corona GSX-155 (Color, Sheet Feeder) .....	DRVGX140.EPD
Brother HR-15/25/35 .....	DRVBRL8A.EPD	Corona GSX-155 (Sheet Feeder) .....	DRVGX140.EPD
Brother HR-20/40 .....	DRVBRL8A.EPD	Corona GSX-160 .....	DRVGX140.EPD
Brother M-1509 / M-1709 .....	DRVBRL8A.EPD	Corona GSX-160 (Color) .....	DRVGX140.EPD
Brother M-1724L .....	DRVBRL8A.EPD	Corona GSX-160 (Color, Sheet Feeder) .....	DRVGX140.EPD
Brother M-1809 .....	DRVBRL8A.EPD	Corona GSX-160 (Sheet Feeder) .....	DRVGX140.EPD
Brother M-1809 (Color) .....	DRVBRL8A.EPD	Corona GSX-165 .....	DRVGX140.EPD
Brother M-1809 ASF .....	DRVBRL8A.EPD	Corona GSX-165 (Color) .....	DRVGX140.EPD
Brother M-1809 ASF (Color) .....	DRVBRL8A.EPD	Corona GSX-165 (Color, Sheet Feeder) .....	DRVGX140.EPD
Brother M-1824L .....	DRVBRL8A.EPD	Corona GSX-165 (Sheet Feeder) .....	DRVGX140.EPD
Brother M-1824L (Color) .....	DRVBRL8A.EPD	CrystalPrint Super Series II .....	DRVQUSP2.EPD
Brother M-1824L ASF .....	DRVBRL8A.EPD	CrystalPrint Super Series II (Tax) .....	DRVQUS2T.EPD
Brother M-1824L ASF (Color) .....	DRVBRL8A.EPD	CrystalPrint Super Series II (Z) .....	DRVQUS2Z.EPD
Brother M-1909 .....	DRVBRL8A.EPD	DEC LN03 (Landscape) .....	DRVDC03L.EPD
Brother M-1909 (Color) .....	DRVBRL8A.EPD	DEC LN03 (Portrait) .....	DRVDCN03.EPD
Brother M-1909 ASF .....	DRVBRL8A.EPD	DEC LN03R ScriptPrinter * .....	DRVSTPCR.EPD
Brother M-1909 ASF (Color) .....	DRVBRL8A.EPD	Diablo 34LQ (Epson Mode) * .....	DRVEPFQ.EPD
Brother M-1924L .....	DRVBRL8A.EPD	Diablo 620 .....	DRVDI620.EPD
Brother M-1924L (Color) .....	DRVBRL8A.EPD	Diablo 630 .....	DRVDI630.EPD
Brother M-1924L ASF .....	DRVBRL8A.EPD	Diablo 630 API .....	DRVDI63A.EPD
Brother M-1924L ASF (Color) .....	DRVBRL8A.EPD	Diablo 630 ECS .....	DRVDI63E.EPD
Brother Twinriter 5 (Dot Matrix Head) .....	DRVTW5DM.EPD	Diablo P32 .....	DRVTDP32.EPD
Brother Twinriter 5 (Wheel) .....	DRVTW5DM.EPD	Epson DFX-5000 .....	DRVEPFQ.EPD
Businessland 45LQ .....	DRVBL45Q.EPD	Epson EPI-4000 .....	DRVEP400.EPD
C-715A Reliant .....	DRVCI715.EPD	Epson EPL-6000 (Landscape) .....	DRVEP60L.EPD
C-715A Reliant (Color) .....	DRVCI715.EPD	Epson EPL-6000 (Portrait) .....	DRVEPL60.EPD
C.Itoh C-310/15 CXP (Color) .....	DRVCI310.EPD	Epson EX-1000 .....	DRVEPEX.EPD
C.Itoh C-310/15 XP .....	DRVCI310.EPD	Epson EX-1000 (Color) .....	DRVEPEX.EPD
C.Itoh C-815 Supra .....	DRVCI815.EPD	Epson EX-800 .....	DRVEPEX.EPD
C.Itoh F10-40/55 .....	DRVCIF10.EPD	Epson EX-800 (Color) .....	DRVEPEX.EPD

# J-200 Software User Guide

## ATTACHMENT D

### Print Driver Listing - continued

<b>Printer</b>	<b>File Name</b>	<b>Printer</b>	<b>File Name</b>
Epson FX-100 & FX-100+ *	DRVEPFQX.EPD	Fujitsu DX-2300/2400 (IBM Mode).....	DRVFDX21.EPD
Epson FX-185 *	DRVEPFQX.EPD	Fujitsu RX7100 (Font Cartridge).....	DRVF710B.EPD
Epson FX-286 *	DRVEPFQX.EPD	Fujitsu RX7100 (Internal Fonts).....	DRVFR71A.EPD
Epson FX-286E / FX-1050 *	DRVEPFQX.EPD	Fujitsu RX7100 (Landscape).....	DRVF710L.EPD
Epson FX-80 / FX-80+ *	DRVEPFQX.EPD	Fujitsu RX7100 (Tax Cartridge).....	DRVF710T.EPD
Epson FX-85 *	DRVEPFQX.EPD	Generic Daisywheel Printer.....	DRVGENDW.EPD
Epson FX-86E / FX-850 *	DRVEPFQX.EPD	Generic Printer (No Backspace).....	DRVGEN.EPD
Epson GQ-3500 (Landscape).....	DRVGQ35L.EPD	Generic Printer (w/Backspace).....	DRVGENBS.EPD
Epson GQ-3500 (Portrait).....	DRVGQ35P.EPD	Generic Printer (w/Form Feed).....	DRVGENFF.EPD
Epson JX-80.....	DRVEPJX.EPD	Genicom 3014 (Epson Mode) *	DRVEPFQX.EPD
Epson JX-80 Color.....	DRVEPJX.EPD	Genicom 3014 (IBM Mode) *	DRVIBGPH.EPD
Epson LQ-1000.....	DRVEPLQ1.EPD	Genicom 3024 (Epson Mode) *	DRVEPFQX.EPD
Epson LQ-1000 (ID Module).....	DRVEPLQ1.EPD	Genicom 3024 (IBM Mode) *	DRVIBGPH.EPD
Epson LQ-1070/1170.....	DRVEPLQ5.EPD	HP 2934A.....	DRVHP293.EPD
Epson LQ-1070/1170 (Sheet Feeder).....	DRVEPLQ5.EPD	HP DeskJet *.....	DRVHPDJ.EPD
Epson LQ-1500.....	DRVEPLQ.EPD	HP DeskJet (Landscape).....	DRVHPDJL.EPD
Epson LQ-2500 *	DRVLQ250.EPD	HP DeskJet 500 *.....	DRVHPDJ4.EPD
Epson LQ-2500 (Color) *	DRVLQ250.EPD	HP DeskJet 500 *.....	DRVHPDJ.EPD
Epson LQ-2550 *	DRVLQ255.EPD	HP DeskJet 500 (Landscape).....	DRVHPDJL.EPD
Epson LQ-2550 (Color) *	DRVLQ255.EPD	HP DeskJet 550C *.....	DRVHPDJ.EPD
Epson LQ-500.....	DRVEPLQ3.EPD	HP DeskJet+ *.....	DRVHPDJ.EPD
Epson LQ-500 (Font Module).....	DRVEPLQ3.EPD	HP DeskJet+ *.....	DRVHPDJ4.EPD
Epson LQ-510.....	DRVEPLQ3.EPD	HP DeskJet+ (Landscape).....	DRVHPDJL.EPD
Epson LQ-510 (Font Module).....	DRVEPLQ3.EPD	HP DeskJet Portable *.....	DRVHPDJ.EPD
Epson LQ-570/870.....	DRVEPLQ5.EPD	HP LaserJet (Original) *	DRVHP3.EPD
Epson LQ-570/870 (Sheet Feeder).....	DRVEPLQ5.EPD	HP LaserJet (PostScript Option) *	DRVSTCR.EPD
Epson LQ-800.....	DRVEPLQ1.EPD	HP LaserJet 2000 *.....	DRVHP3.EPD
Epson LQ-800 (ID Module).....	DRVEPLQ1.EPD	HP LaserJet 4 *.....	DRVHP4.EPD
Epson LQ-850/860 *	DRVEPLQ4.EPD	HP LaserJet 500+ *.....	DRVHP3.EPD
Epson LQ-850/860 (Font Module) *	DRVEPLQ4.EPD	HP LaserJet IID *.....	DRVHP3.EPD
Epson LQ-850/860 (Sheet Fdr, Font Mod) *	DRVEPLQ4.EPD	HP LaserJet III *.....	DRVHP3.EPD
Epson LQ-850/860 (Sheet Feeder) *	DRVEPLQ4.EPD	HP LaserJet IIID *.....	DRVHP3.EPD
Epson LQ-860 (Color) *	DRVEPLQ4.EPD	HP LaserJet IIP *.....	DRVHP3.EPD
Epson LQ-860 (Color, Font Mod) *	DRVEPLQ4.EPD	HP LaserJet Series II *.....	DRVHP3.EPD
Epson LQ-860 (SF, Color) *	DRVEPLQ4.EPD	HP LaserJet+ *.....	DRVHP3.EPD
Epson LQ-860 (Sht Fdr, Color, Font Mod) *	DRVEPLQ4.EPD	HP PaintJet.....	DRVHPPNT.EPD
Epson LQ-950/1050 *	DRVEPLQ4.EPD	HP PaintJet XL.....	DRVHPT2.EPD
Epson LQ-950/1050 (Font Module) *	DRVEPLQ4.EPD	HP QuietJet.....	DRVHPQIT.EPD
Epson LQ-950/1050 (Sheet Fdr, Font Mod) *	DRVEPLQ4.EPD	HP QuietJet Plus.....	DRVHPQIT.EPD
Epson LQ-950/1050 (Sheet Feeder) *	DRVEPLQ4.EPD	HP ThinkJet *.....	DRVHPTNK.EPD
Epson LX-80.....	DRVEPLX.EPD	IBM 4019 (PostScript Option) *	DRVSTCR.EPD
Epson LX-800.....	DRVEPLX.EPD	IBM 4019-001 *.....	DRVIB401.EPD
Epson LX-86.....	DRVEPLX.EPD	IBM 4029 *.....	DRVIB429.EPD
Epson MX-100.....	DRVEPMX.EPD	IBM 4029 LaserPrinter (PCL5) *	DRVIB439.EPD
Epson MX-100 (Graftrax).....	DRVGTRAX.EPD	IBM 4039 LaserPrinter (PCL5) *	DRVIB439.EPD
Epson MX-100 (Graftrax+).....	DRVEPMXG.EPD	IBM Color Inkjet (Draft) *	DRVIBCLR.EPD
Epson MX-80.....	DRVEPMX.EPD	IBM Color Inkjet (LQ) *	DRVIBCLQ.EPD
Epson MX-80 (Graftrax).....	DRVGTRAX.EPD	IBM Graphics Printer *	DRVIBGPH.EPD
Epson MX-80 (Graftrax+).....	DRVEPMXG.EPD	IBM LaserPrinter 4019-001 *.....	DRVIB401.EPD
Epson RX-100.....	DRVEPRX.EPD	IBM LaserPrinter 4019-001 *.....	DRVIB401.EPD
Epson RX-80.....	DRVEPRX.EPD	IBM PS/1 Printer.....	DRVIBPS1.EPD
Epson SQ 2000.....	DRVEPSQ.EPD	IBM Page Printer II *.....	DRVSTCR.EPD
Fujitsu DL-2400.....	DRVFD240.EPD	IBM Pageprinter (3812).....	DRVIB381.EPD
Fujitsu DL-2400 (Color).....	DRVFD240.EPD	IBM Pageprinter (Fonts).....	DRVIB426.EPD
Fujitsu DL-2600/5600 *	DRVFP260.EPD	IBM Personal Pageprinter.....	DRVIB426.EPD
Fujitsu DL-2600/5600 (Color) *	DRVFP260.EPD	IBM Proprinter *.....	DRVIBPRO.EPD
Fujitsu DX-2300/2400.....	DRVFD20F.EPD	IBM Proprinter II & XL.....	DRVIBPRX.EPD
Fujitsu DX-2300/2400 (Color).....	DRVFD20F.EPD	IBM Proprinter III.....	DRVIBPR3.EPD
Fujitsu DX-2300/2400 (Color, IBM Mode).....	DRVFDX21.EPD	IBM Proprinter IIIXL.....	DRVIBPR3.EPD



# J-200 Software User Guide

## ATTACHMENT D

### Print Driver Listing - continued

<u>Printer</u>	<u>File Name</u>	<u>Printer</u>	<u>File Name</u>
IBM Proprinter X24 *	DRVIBX24.EPD	OkiLaser 820	DRVOK820.EPD
IBM Proprinter X24E *	DRVIBX24.EPD	Okidata 192	DRVOK192.EPD
IBM Proprinter XL24 *	DRVIBX24.EPD	Okidata 192 (Color)	DRVOK192.EPD
IBM Proprinter XL24E *	DRVIBX24.EPD	Okidata 192 (IBM Mode) *	DRVOK92P.EPD
IBM Quickwriter (Cartridge) *	DRVIBQIK.EPD	Okidata 192 (IBM-Mode, Color) *	DRVOK92P.EPD
IBM Quickwriter (Download Fonts) *	DRVIBQIK.EPD	Okidata 193	DRVOK192.EPD
IBM Quietwriter I *	DRVIBQIT.EPD	Okidata 193 (Color)	DRVOK192.EPD
IBM Quietwriter II *	DRVIBQIT.EPD	Okidata 193 (IBM Mode) *	DRVOK92P.EPD
IBM Quietwriter III *	DRVIBQW3.EPD	Okidata 193 (IBM-Mode, Color) *	DRVOK92P.EPD
IBM Wheel Printer	DRVIBWHL.EPD	Okidata 292	DRVOK292.EPD
ImageWriter II	DRVIBIW2.EPD	Okidata 292 (Color)	DRVOK292.EPD
ImageWriter II (Color)	DRVIBIW2.EPD	Okidata 293	DRVOK292.EPD
JDL 850 EWS (Epson Mode) *	DRVEPFQX.EPD	Okidata 293 (Color)	DRVOK292.EPD
Kodak Diconix 150 Plus	DRVSTDNX.EPD	Okidata 390	DRVOK390.EPD
Kodak Diconix 150 Plus (Epson Mode) *	DRVEPFQX.EPD	Okidata 393 *	DRVOK393.EPD
Kodak Diconix 150 Plus (IBM Mode) *	DRVIBGPH.EPD	Okidata 393C (Color) *	DRVOK393.EPD
Laserline 6/8 (Landscape)	DRVOKLSL.EPD	Okidata Microline 320 *	DRVOK320.EPD
Laserline 6/8 (Portrait)	DRVOKLAS.EPD	Okidata Microline 380 *	DRVOK380.EPD
Mannesmann Tally 330	DRVMT330.EPD	Okidata Microline 92 *	DRVOK92.EPD
Mannesmann Tally 330 CLR	DRVMT330.EPD	Okidata Microline 93 *	DRVOK92.EPD
Mannesmann Tally 80	DRVMT80.EPD	Olivetti DM309	DRVOL309.EPD
Mannesmann Tally 910	DRVMT910.EPD	Olivetti DY-450 (Diablo Mode)	DRVDI630.EPD
Mannesmann Tally MT-1X	DRVMT1X.EPD	Pacemark 2410	DRVOK241.EPD
Matra Scanset Plus (Epson Mode) *	DRVEPFQX.EPD	Panasonic KX-P1080i	DRVPN108.EPD
NCR-6416 Laser Printer	DRVNC641.EPD	Panasonic KX-P1091i	DRVPN192.EPD
NEC 2015 (Diablo Mode)	DRVDI630.EPD	Panasonic KX-P1092i	DRVPN192.EPD
NEC 2025 (Diablo Mode)	DRVDI630.EPD	Panasonic KX-P1124 (ROM A) *	DRVPN24.EPD
NEC 3515 (Diablo Mode)	DRVDI630.EPD	Panasonic KX-P1124 (ROM A, Sheet Fdr) *	DRVPN24.EPD
NEC 3525 (Diablo Mode)	DRVDI630.EPD	Panasonic KX-P1124 (ROM D) *	DRVPN24.EPD
NEC 8815 (Diablo Mode)	DRVDI630.EPD	Panasonic KX-P1124 (ROM D, Sheet Fdr) *	DRVPN24.EPD
NEC 8825 (Diablo Mode)	DRVDI630.EPD	Panasonic KX-P1180	DRVPN111.EPD
NEC ELF360 (Diablo Mode)	DRVDI630.EPD	Panasonic KX-P1191	DRVPN111.EPD
NEC LC860+ (Landscape)	DRVNC86L.EPD	Panasonic KX-P1524	DRVPN152.EPD
NEC LC860+ (Portrait)	DRVNC861.EPD	Panasonic KX-P1592	DRVPN108.EPD
NEC P2/P3	DRVNCP2.EPD	Panasonic KX-P1624	DRVPN24.EPD
NEC P2200	DRVNC220.EPD	Panasonic KX-P1624 (Sheet Feeder)	DRVPN24.EPD
NEC P2200 (Sheet Feeder)	DRVNC220.EPD	PostScript Printer (Generic) *	DRV PSTCR.EPD
NEC P2200XE	DRV P22XE.EPD	PostScript Printer (Multi-Bin) *	DRV PSTCR.EPD
NEC P2200XE (Sheet Feeder)	DRV P22XE.EPD	ProWriter Junior	DRV CIPJR.EPD
NEC P5200/5300	DRVTS525.EPD	QMS ColorGrafix 100	DRVQMRGX.EPD
NEC P5200/5300 (Color)	DRVTS525.EPD	QMS KISS (Landscape)	DRVQMLND.EPD
NEC P560/P565	DRVNCP5.EPD	QMS KISS (Portrait)	DRVQMKSS.EPD
NEC P560/P565 (Color)	DRVNCP5.EPD	QMS KISS (Portrait, Downloaded Fonts)	DRVQMPOR.EPD
NEC P5XL/P9XL	DRVNCGEN.EPD	QMS KISS Plus (Landscape)	DRVQMLND.EPD
NEC P5XL/P9XL (Color)	DRVNCGEN.EPD	QMS KISS Plus (Portrait)	DRVQMKSS.EPD
NEC P6/P7	DRVNCGEN.EPD	QMS KISS Plus (Portrait, Downloaded Fonts)	DRVQMPOR.EPD
NEC P6/P7 (Color)	DRVNCGEN.EPD	QMS Smartwriter	DRVQMSMT.EPD
NEC P6200	DRVTS625.EPD	QMS Smartwriter (Landscape)	DRVQMLND.EPD
NEC P6200 (Color)	DRVTS625.EPD	QMS Smartwriter (Portrait, Downloaded Fonts)	DRVQMPOR.EPD
NEC P6200 (Color, Sheet Feeder)	DRVTS625.EPD	QMS Smartwriter [LaserGrafix]	DRVQMSMT.EPD
NEC P6200 (Sheet Feeder)	DRVTS625.EPD	QMS Smartwriter [Legal]	DRVQMSMT.EPD
NEC P6300	DRVTS625.EPD	QMS Smartwriter [Office 1]	DRVQMSMT.EPD
NEC P6300 (Color)	DRVTS625.EPD	QMS Smartwriter [Office 2]	DRVQMSMT.EPD
NEC P6300 (Color, Sheet Feeder)	DRVTS625.EPD	Quadram Quadlaser	DRVQDLAS.EPD
NEC P6300 (Sheet Feeder)	DRVTS625.EPD	Qume Sprint 11	DRVQU11.EPD
NEC Spinwriter 3550	DRVNC355.EPD	Qume Super Series II (Landscape)	DRVQUS2L.EPD
NEC Spinwriter 7710	DRVNC771.EPD	Ricoh LP 4080R	DRVRIPL.EPD
OkiLaser 400 (Landscape)	DRVOK40L.EPD	Ricoh LP 4080R (Landscape)	DRVRIPL.EPD
OkiLaser 400 (Portrait)	DRVOK40B.EPD	Ricoh PC Laser 6000	DRVRIPL.EPD

# J-200 Software User Guide

## ATTACHMENT D

### Print Driver Listing - continued

<u>Printer</u>	<u>File Name</u>	<u>Printer</u>	<u>File Name</u>
Ricoh PC Laser 6000 (Landscape).....	DRVRIPL.EPD	Toshiba P321SL (Color) * .....	DRVTS321.EPD
Ricoh RP1300 (Diablo Mode) .....	DRVDI630.EPD	Toshiba P341SL * .....	DRVTS321.EPD
Ricoh RP1500 (Diablo Mode) .....	DRVDI630.EPD	Toshiba P341SL (Color) * .....	DRVTS321.EPD
Ricoh RP1600 (Diablo Mode) .....	DRVDI630.EPD	Toshiba P351 * .....	DRVTS351.EPD
Ricoh RP2200Q (Diablo Mode) .....	DRVDI630.EPD	Toshiba P351C (Color) * .....	DRVTS351.EPD
Ricoh RP3400Q (Diablo Mode) .....	DRVDI630.EPD	Toshiba P351SX * .....	DRVTS251.EPD
Seikosha BP-5460 .....	DRVBPI54.EPD	Toshiba P351SX (Color) * .....	DRVTS251.EPD
Seikosha BPI-5420AI .....	DRVBPI54.EPD	Toshiba PageLaser 12 * .....	DRVTSLAS.EPD
Seikosha SL-3000AI .....	DRVSEAI.EPD	Toshiba PageLaser 12 (ASCII Symbols) .....	DRVTSLS2.EPD
Seikosha SL-90 .....	DRVSEL90.EPD	Unisys AP 1324 .....	DRVAP132.EPD
Seikosha SL-90 (Font Module) .....	DRVSEL90.EPD	Unisys AP 1324 (Color) .....	DRVAP132.EPD
Seikosha SP-1000 .....	DRVSESP1.EPD	Unisys AP 1324 (Color, Sheet Feed) .....	DRVAP132.EPD
Seikosha SP-1600AI .....	DRVSEAI.EPD	Unisys AP 1324 (Sheet Feeder) .....	DRVAP132.EPD
Seikosha SP-1600AI (IBM Mode) .....	DRVSEI60.EPD	Unisys AP 1337 .....	DRVAP133.EPD
Seikosha SP-2000 .....	DRVSESP2.EPD	Unisys AP 1337 (Sheet Feeder) .....	DRVAP133.EPD
Silver Reed EXP 400 .....	DRVSEEXP.EPD	Unisys AP 1339 .....	DRVAP133.EPD
Star LaserPrinter 8II .....	DRVST8II.EPD	Unisys AP 1339 (Sheet Feeder) .....	DRVAP133.EPD
Star LaserPrinter 8II DX .....	DRVST8IIEPD	Unisys AP 9230 .....	DRVAP923.EPD
Star Micronics Delta .....	DRVSTDEL.EPD	Xerox 2700 .....	DRVXE270.EPD
Star Micronics NB24/15 .....	DRVSTN24.EPD	Xerox 3700 CP .....	DRVXE270.EPD
Star Micronics Radix .....	DRVSTRAD.EPD	Xerox 4020 .....	DRVXE402.EPD
Star NX-10/15 .....	DRVSTX15.EPD	Xerox 4045 .....	DRVXE445.EPD
Star NX-1000 Rainbow .....	DRVSTNX1.EPD		
Star NX-1000/D/II, NX-1500 .....	DRVSTNX1.EPD		
Star NX-2410 .....	DRVST241.EPD		
Star XB-2410 .....	DRVST240.EPD		
Starwriter FP-1500-45P .....	DRVCISTR.EPD		
Tandy DMP 106 .....	DRVTD106.EPD		
Tandy DMP 130 .....	DRVTD130.EPD		
Tandy DMP 200 .....	DRVTD200.EPD		
Tandy DMP 2100 .....	DRVTD210.EPD		
Tandy DMP 2100 Condensed .....	DRVCMP21.EPD		
Tandy DMP 2100P .....	DRVTD21P.EPD		
Tandy DMP 2110 .....	DRVTD211.EPD		
Tandy DMP 2120 .....	DRVTD212.EPD		
Tandy DMP 2200 .....	DRVTD220.EPD		
Tandy DMP 400 .....	DRVTD400.EPD		
Tandy DMP 430 .....	DRVTD430.EPD		
Tandy DWII .....	DRVTDW2.EPD		
Tandy DWIIB .....	DRVTDW2B.EPD		
Tandy DWP 220 .....	DRVTDW220.EPD		
Tandy DWP 230 .....	DRVTDW230.EPD		
Tandy DWP 510 .....	DRVTDW510.EPD		
Tandy DWP 510 (Sheet Feeder) .....	DRVTDW510.EPD		
Tandy DWP 520 .....	DRVTDW520.EPD		
Tandy LP 1000 .....	DRVLP100.EPD		
Texas Instruments 850 * .....	DRVTI850.EPD		
Texas Instruments 855 * .....	DRVTI855.EPD		
Texas Instruments 857 (Color) * .....	DRVTI855.EPD		
Texas Instruments 875 .....	DRVTI875.EPD		
Texas Instruments 877 .....	DRVTI875.EPD		
Texas Instruments 885 .....	DRVTI885.EPD		
Toshiba ExpressWriter 301 * .....	DRVTS301.EPD		
Toshiba ExpressWriter 311 * .....	DRVTS311.EPD		
Toshiba P1340 * .....	DRVTS134.EPD		
Toshiba P1350 (Sheet Feeder) * .....	DRVTS151.EPD		
Toshiba P1350/P1351 * .....	DRVTS151.EPD		
Toshiba P321 * .....	DRVTS321.EPD		
Toshiba P321SL * .....	DRVTS321.EPD		

# J-200 Software User Guide

## ATTACHMENT E

### J-200 Import Module Specifications

The basic purpose of the Import Module is to take district/*county office* data in an electronic form and reformat it as required by the J-200 program. In this way, fiscal data residing on a mainframe or mini-computer can be processed through the J-200 software, thereby taking advantage of the edit checks and automatic extraction programs for supplemental forms, as well as eliminating dual data entry. An additional advantage is the elimination of district/*county office*-developed report writing, since the J-200 software can be used to generate hard copy reports.

**NOTE: The Import Module only accepts fund and Interim Report (J-201I/J-401I) only) data from the mainframe or mini-computer, and only Account Codes that are allowed in those report forms. The supplemental forms must be extracted after the fund files are imported, or completed by direct data entry.**

There are three methods for importing data into the J-200 software depending on the type of data being imported.

**Single Fund Files:** This method is used to create an import file for each district's fund files. Under this method, a district's import files are imported into the software district by district. There is no provision for multiple projects (funds) under this method.

**Multiple Fund Files:** This method is used to create a single import file containing several districts' import data files. This method allows multiple projects (funds) to be imported and lets the user perform import for several districts at one time, without having to change CDS codes for each import.

**Interim Files:** This method was developed specifically for importing Interim report data, and is similar in structure to that of the multiple fund files.

#### SINGLE FUND FILE METHOD

The format required for the single fund PC file is shown below:

#### **DATA ELEMENTS**

##### **Account Code**

- ✓ Four-digit code (range 1000-9999)

# J-200 Software User Guide

## ATTACHMENT E

### J-200 Import Module Specifications - continued

#### Actual Amount

- ✓ Maximum 10 digits to the left of the decimal. Negative amounts will be preceded by a (-) sign which occupies the space of one digit.
- ✓ Cents can be entered in addition to the ten digits to the left of the decimal.
- ✓ The General Fund (J-201)[*County School Service Fund (J-401)*] have both Restricted and Unrestricted amounts.

#### Budget Amount

- ✓ Maximum 10 digits to the left of the decimal. Negative amounts will be preceded by a (-) sign which occupies the space of one digit.
- ✓ Cents can be entered in addition to the ten digits to the left of the decimal.
- ✓ The General Fund (J-201)[*County School Service Fund (J-401)*] have both Restricted and Unrestricted amounts.

#### Multiple Line Entry

- ✓ Multiple entry fields—such as “8980-8999, Contributions to Restricted Programs,” and “9720-9789, Fund Balance Designated for”—are opened in the software using the **(F4)** key. Each line contains space for entering a description (description input field truncates at 25 characters), an account code, and dollar amounts in the unrestricted and restricted columns. Each line is stored separately and printed on the final form. (Note: If no description is given, the software will report an error but still accept the amount and save it.)

#### Totals Entry—(Group Entry-not **(F4)**)

- ✓ In the following cases, the software accepts a single amount for a range of codes:

5710-5749 Direct Costs—Interprogram Services

5750-5799 Direct Costs—Interfund Services

7310-7349 Interprogram Transfers of Direct Support/Indirect Costs

7350-7399 Interfund Transfers of Direct Support/Indirect Costs

In these cases the software will accept all codes within the range and sum them.

## **FORMATS**

#### File Format

The user is responsible for getting the files to the PC in standard PC format. This means that the data is in ASCII format with a standard CR/LF at the end of each record and a **(Ctrl) (Z)** at end-of-file.

# J-200 Software User Guide

## ATTACHMENT E

### J-200 Import Module Specifications - continued

The files should be formatted such that there is one fund per file. The following naming convention “**Iccddddd.fnd**” should be used for each of the funds loaded.

I = import file  
cc = county code #  
ddddd = five-digit district code #  
fnd = fund #

Example: I0161119.201 = Alameda Co., Alameda City Unified, General Fund

Within the file there would simply be a record for each source/object code.

#### Record Format

The recommended record format is a simple variable length space delimited format. This format allows the user to generate their files with either a fixed or variable format, with each field being fixed or variable length. The format would be:

- General Fund Format:

cccc Act\_Un\_\$ Act\_R\_\$ Bud\_Un\_\$ Bud\_R\_\$ Misc\_Desc

where:

cccc	is the Source/Object Code
Act_Un_\$	is the Actual Unrestricted Amount
Act_R_\$	is the Actual Restricted Amount
Bud_Un_\$	is the Budget Unrestricted Amount
Bud_R_\$	is the Budget Restricted Amount
Misc_Desc	is the Miscellaneous Descriptor (optional for Miscellaneous Entries as described in “DATA ELEMENTS—Multiple Line Entry” on page 71)

- Non-General Fund Format:

cccc Act\_\$ Bud\_\$ Misc\_Desc

# J-200 Software User Guide

## ATTACHMENT E

### J-200 Import Module Specifications - continued

where:

cccc	is the Source/Object Code
Act_ \$	is the Actual Amount
Bud_ \$	is the Budget Amount
Misc_Desc	is the Miscellaneous Descriptor (optional for Miscellaneous Entries as described in “DATA ELEMENTS—Multiple Line Entry” on page 71)

#### MULTIPLE FUND FILE METHOD

The multiple fund file method allows multiple funds to be imported within a single file and multiple agencies to be imported within a single file.

The format required for the multiple fund PC file is shown below:

#### DATA ELEMENTS

In order to add flexibility without changing the basic single fund file structure significantly, a “Header” record is used to identify the data following the record. The Header record is identified by an object code of negative 1 (-1). The following options exist:

##### **Fund Header Option**

This option allows for switching of funds and adding of projects to a fund. Its structure is as follows:

-1 FUND fnd prj proj\_name

Where:

-1	is the Header Record Identifier.
FUND	identifies this record as a Fund Header.
fnd	is the fund number.
prj	is the project number (01-99). This is optional. If not present, the program will assume no projects in the fund.
proj_name	The project name (if a project number exists).

# J-200 Software User Guide

## ATTACHMENT E

### J-200 Import Module Specifications - continued

The following validation will occur and require operator intervention to proceed:

- The fund number must be valid.
- If not loading a project and if data already exists, a question will be asked if overwrite is desired.
- If loading a project, data exists, but no projects exist, a question will be asked if overwrite is desired.
- If loading a project, data exists, the project being loaded exists, a question will be asked if overwrite is desired.

#### CDS Header Option

This option allows for switching of CDS codes within a file. Its structure is as follows:

-1 CDS ccdddd

Where:

- |        |  |
|--------|--|
| -1     | is a Header Record Identifier.   |
| CDS    | identifies this record as a CDS Header.  |
| ccdddd | is the 7 digit CDS code the following data should be loaded into, cc=county code, ddddd=district code. |

In order for this function to work properly, unique district configuration files need to be created prior to import. To create the Dccdddd.cfg files, simply access the J-200 program, complete the information for the district, and press the **Esc** key. During import processing, the program will check to see if a Dccdddd.cfg file exists for each district. This file contains essential configuration information about the agency and is created when the CDS code is input in the J-200 current configuration screen. Again, it must exist before data can be imported from the mainframe.

The filename will be user selectable, with the default being "J200.IMP".

# J-200 Software User Guide

## ATTACHMENT E

### J-200 Import Module Specifications - continued

#### Sample Data File

```
-1 CDS 1212345
-1 FUND 201
.
.
. Fund Data
.
.
-1 FUND 202 01 My first project
.
.
. Project Data
.
.
-1 FUND 202 02 My second project
.
.
. Project Data
.
.
-1 FUND 203
.
.
. Fund 203 Data
.
.
-1 CDS 1111111
-1 FUND 201
...etc.
```



# J-200 Software User Guide

## ATTACHMENT E

### J-200 Import Module Specifications - continued

#### INTERIM FILE METHOD

Because of the multiple columns and reporting intervals for Interim Reports, there is a third method of importing data into the J-200 software. Import of interim data is accomplished through a structure similar to that of the multiple fund structure. However, each column of the form is loaded separately.

#### Interim Header Option

-1 Interim\_Period Interim\_FY Type Col

Where:

Interim\_Period is the period for this data. Valid values are I1, I2, or I3.

Interim\_FY is the fiscal year for this data in the form YYYY/YY (i.e., 2001-02). May be the prior year, current year or in the future.

Type is the type of amount, specified as follows:

R Restricted

U Unrestricted

S Summary

Col is the column on the form, specified as follows:

IO Original budget proposed

IB Board approved budget

IA Actual expenditures to date

IP Projected expenditures to end of year

The Original Budget values need only be specified for the first interim period. When a period other than the first is specified, the Original Budget values will be copied from the previous period.

#### Sample Data File

-1 CDS 1212345

-1 I1 R IO

8010 1234.12

.

.

-1 I1 U IO

.

.

...etc.

# J-200 Software User Guide

## ATTACHMENT E

### J-200 Import Module Specifications - continued

#### POSSIBLE ERROR MESSAGES

The following error messages may be returned by the import module of the financial reporting software:

**Account Code missing**

Indicates that the first item found on a record was not a number.

**Amount missing**

Indicates that the required number of amounts (4 for General Fund/*CSSF*), 2 for Non-General Fund/*CSSF*) were not found.

**Data previously found for this Account Code**

Duplicate data found, this one ignored.

**Account Code not in fund**

The Account Code either is not in the Fund or does not accept data because it is a Total.

**Multiple Line entry exceeds system maximum**

There are more than 25 entries for a Multiple Line grouping.

**The Import File is empty!!**

The software cannot process data that is not there!!! The filename for a fund exists, but there's nothing in the file.

**Multiple Line description missing**

There is no description for this Multiple Line entry. This is a warning message only. The amounts are added to the file anyway.

**Warning: Amount(s) is longer than 10 digits**

The maximum number allowed in the system cannot exceed 10 digits.

Data that is considered by the Import Module to be erroneous will not be imported into the fund; only data considered "valid" will be imported.

# J-200 Software User Guide

## ATTACHMENT F

### Installing on a Local Area Network

The following steps must be completed for the J-200 software to run on a Novell Netware 2.x, 3.x or 4x LAN:

- Perform a normal install to any directory on the server which can be shared by J-200 users.
- Flag the following files as **sharable—read only** (/S /RO or +S +RO with the FLAG command): \*.exe, \*.tbl, \*.hlp, \*.def.
- Assign rights to the directory so that the users (you may want to create a Netware group to do this) have the rights listed below:

**Create New Files**

**Modify File Names/Flags**

**Read From Files**

**Write To Files**

**Delete Files**

**Open Existing Files**

**Search For Files**

- Run FDEMMAIN.EXE and create a default configuration file (FDEM.CFG) which specifies a valid directory where data will be stored.
- Create a user configuration file by copying the default FDEM.CFG file created above to the same directory with the name **USERNAME.CFG** where USERNAME is a unique user name (i.e., BOB.CFG) supplied by you as follows:

For LAN operations, the J-200 system looks for a unique configuration file for each user. This file allows each user to have a different printer, screen colors and data directory if desired. **If a unique user configuration file is not found, then the default FDEM.CFG is used.**

The unique user name is retrieved from the DOS environment area using a variable called USR (note that case is sensitive, be sure to use all caps) which can be assigned in the AUTOEXEC.BAT file or in the system or user login script as follows:

SET USR=USERNAME—i.e., SET USR=BOB

If you use this feature, be sure to set the default directory to both a valid directory, and one in which this user has rights to create/delete files.

- Lastly, change the BAT file or menuing system to pass a new flag “F” instead of “S” for the normal installation. The command should look like the following:

FDEMMAIN /F:%USR%

# J-200 Software User Guide

## ATTACHMENT G

### J-200/400/600 Forms List

Following is a table which lists, predominately in order by process mode, the forms included in the J-200/400/600 software and whether they are:

- R Required
- R\* Required, if applicable
- O Optional
- Not available

To recap the Process Modes: 1—July 1 Budget, 2—September 8 Budget, 3—Unaudited Actuals, 4—Interim Reports, 5—Matrix, and 6—Future Year. Forms not applicable to the district, county, or JPA are indicated by “---” in the Form Number column.

Process Modes						Form Number			Form Name
1	2	3	4	5	6	District	County	JPA	
R	R	R	-	-	-	200A	<i>400A</i>	---	ATTENDANCE DETAIL
R	R	-	-	-	-	---	<i>400BRL</i>	---	BASE REVENUE LIMIT CALCULATION
R	R	-	-	-	-	200CB	<i>400CB</i>	600CB	BUDGET CERTIFICATION
R	R	-	-	-	-	200CC	<i>400CC</i>	600CC	H & W /WORKERS' COMPENSATION CERTIFICATIONS
O	O	R*	-	-	-	200L	<i>400L</i>	---	LOTTERY REPORT
R	R	-	-	-	-	200S	<i>400S</i>	600S	SUMMARY OF INTERFUND ACTIVITIES—BUDGET
-	-	-	-	-	-	200TC	<i>400TC</i>	600TC	TABLE OF CONTENTS (print menu only—no data entry required)
R	R	R	-	-	O	201	<i>401</i>	601	GENERAL FUND/ <i>COUNTY SCHOOL SERVICE FUND</i>
R	R	-	-	-	-	201CS	<i>401CS</i>	601CS	CRITERIA & STANDARDS—GENERAL FUND/ <i>CSSF</i>
R	R	-	-	-	-	201MYP	<i>401MYP</i>	601MYP	MULTIYEAR PROJECTIONS
R	R	R	-	-	-	201RL	<i>401RL</i>	---	REVENUE LIMIT SUMMARY
O	O	O	-	-	-	201SEA	<i>401SEA</i>	---	SPECIAL EDUCATION REVENUE ALLOCATIONS
R*	R*	R*	-	-	O	202	<i>402</i>	602	ADULT EDUCATION FUND
R*	R*	-	-	-	-	202CS	<i>402CS</i>	602CS	CRITERIA & STANDARDS—ADULT EDUCATION FUND
R*	R*	R*	-	-	O	203	<i>403</i>	603	CAFETERIA SPECIAL REVENUE FUND
R*	R*	-	-	-	-	203CS	<i>403CS</i>	603CS	CRITERIA & STANDARDS—CAFETERIA SPECIAL REVENUE FUND
R*	R*	R*	-	-	O	204	<i>404</i>	---	CHILD DEVELOPMENT FUND
R*	R*	-	-	-	-	204CS	<i>404CS</i>	---	CRITERIA & STANDARDS—CHILD DEVELOPMENT FUND
R*	R*	R*	-	-	O	205	<i>405</i>	605	DEFERRED MAINTENANCE FUND
R*	R*	-	-	-	-	205CS	<i>405CS</i>	605CS	CRITERIA & STANDARDS—DEFERRED MAINTENANCE FUND
R*	R*	R*	-	-	O	206	<i>406</i>	606	PUPIL TRANSPORTATION EQUIPMENT FUND
R*	R*	-	-	-	-	206CS	<i>406CS</i>	606CS	CRITERIA & STANDARDS—PUPIL TRANS. EQUIP. FUND
R*	R*	R*	-	-	O	207	<i>407</i>	607	SPECIAL RESERVE FUND (NON-CAPITAL PROJECTS)
R*	R*	R*	-	-	O	209	<i>409</i>	609	SCHOOL BUS EMISSIONS REDUCTION FUND
R*	R*	-	-	-	-	209CS	<i>409CS</i>	609CS	CRITERIA & STANDARDS—SCHOOL BUS EMISSIONS REDUCTION FUND
O	O	O	-	-	-	210	<i>410</i>	---	CHARTER SCHOOLS SPECIAL REVENUE FUND
R*	R*	R*	-	-	O	216	<i>416</i>	616	BUILDING FUND
R*	R*	R*	-	-	O	217	<i>417</i>	---	CAPITAL FACILITIES FUND
R*	R*	R*	-	-	O	218	<i>418</i>	---	STATE SCHOOL BUILDING LEASE-PURCHASE FUND
O	O	O	-	-	-	218P	<i>418P</i>	---	SCHEDULE OF PROJECT BALANCES— STATE SCHOOL BUILDING LEASE-PURCHASE FUND
R*	R*	R*	-	-	O	219	<i>419</i>	619	SPECIAL RESERVE FUND (CAPITAL PROJECTS)
R*	R*	R*	-	-	O	220	<i>420</i>	---	COUNTY SCHOOL FACILITIES FUND

# J-200 Software User Guide

## ATTACHMENT G

### J-200/400/600 Forms List - continued

Process Modes						Form Number			Form Name
1	2	3	4	5	6	District	County	JPA	
O	O	O	-	-	-	220P	<i>420P</i>	---	SCHEDULE OF PROJECT BALANCES—COUNTY SCHOOL FACILITIES FUND
R*	R*	R*	-	-	O	226	---	---	BOND INTEREST & REDEMPTION FUND
O	O	O	-	-	-	226A	---	---	ANALYSIS OF BONDED INDEBTEDNESS
R*	R*	R*	-	-	O	227	<i>427</i>	---	TAX OVERRIDE FUND
O	O	O	-	-	-	227A	<i>427A</i>	---	ANALYSIS OF RESTRICTED LEVIES
R*	R*	R*	-	-	O	228	<i>428</i>	---	DEBT SERVICE FUND
R*	R*	R*	-	-	O	231	<i>431</i>	631	CAFETERIA ENTERPRISE FUND/ACCOUNT
R*	R*	-	-	-	-	231CS	<i>431CS</i>	631CS	CRITERIA & STANDARDS—CAFETERIA ENTERPRISE FUND/ACCOUNT
R*	R*	R*	-	-	O	232	<i>432</i>	---	ENTERPRISE FUND
R*	R*	-	-	-	-	232CS	<i>432CS</i>	---	CRITERIA & STANDARDS—ENTERPRISE FUND
R*	R*	R*	-	-	O	236	<i>436</i>	636	SELF-INSURANCE FUND
R*	R*	R*	-	-	O	237	<i>437</i>	---	WAREHOUSE REVOLVING FUND
R*	R*	R*	-	-	O	241	<i>441</i>	---	ARTICLE XIII-B FUND
R*	R*	R*	-	-	O	242	<i>442</i>	---	FOUNDATION PRIVATE-PURPOSE TRUST FUND
R*	R*	R*	-	-	O	---	<i>443</i>	---	FOREST RESERVE FUND
R*	R*	R*	-	-	O	244	<i>444</i>	644	RETIREE BENEFITS FUND
O	O	O	-	-	O	245	<i>445</i>	---	AGENCY FUND
O	O	O	-	-	-	245A	<i>445A</i>	---	CHANGES IN ASSETS & LIABILITIES
O	O	O	-	-	O	248	<i>448</i>	648	GENERAL FIXED ASSETS ACCOUNT GROUP
O	O	O	-	-	-	248A	<i>448A</i>	648A	GENERAL FIXED ASSETS ACCOUNT GROUP CHANGES
O	O	R*	-	-	O	249	<i>449</i>	649	GENERAL LONG-TERM DEBT ACCOUNT GROUP
O	O	R*	-	-	-	249A	<i>449A</i>	649A	GENERAL LONG-TERM DEBT CHANGES
O	O	-	-	-	-	285	---	---	CURRENT CLASSROOM EXPENSE FORMULA
R	R	-	-	-	-	2TR	<i>4TR</i>	6TR	TECHNICAL REVIEW CHECKLIST—BUDGET
R	R	R	-	-	-	300S	<i>500S</i>	700S	SUMMARY OF INTERFUND ACTIVITIES—UNAUDITED ACTUALS
R	R	R	-	-	-	3TR	<i>5TR</i>	7TR	TECHNICAL REVIEW CHECKLIST—ACTUALS
-	-	R	-	-	-	200CA	<i>400CA</i>	600CA	UNAUDITED ACTUALS CERTIFICATION
R*	R*	-	-	-	-	---	<i>401JUV</i>	---	JUVENILE COURT & COUNTY COMMUNITY SCHOOL ACCOUNT
R*	R*	-	-	-	-	---	<i>401ROP</i>	---	REGIONAL OCCUPATIONAL PROGRAM
-	-	R*	-	-	-	301CSA	---	---	CERTIFICATED STAFF PERFORMANCE AWARDS
-	-	R*	-	-	-	301CSR	---	---	CLASS SIZE REDUCTION PROGRAM (Grade 9)
-	-	R*	-	-	-	301DAY	<i>501DAY</i>	---	COUNTY DAY SCHOOLS
-	-	R*	-	-	-	---	<i>501JUV</i>	---	JUVENILE COURT & COUNTY COMMUNITY SCHOOL ACCOUNT
-	-	R*	-	-	-	301ROP	<i>501ROP</i>	<i>701ROP</i>	REGIONAL OCCUPATIONAL PROGRAM
-	-	R	-	-	-	385	---	---	CURRENT CLASSROOM EXPENSE FORMULA
-	-	R	-	-	-	390	<i>590</i>	790	FEDERAL/STATE/LOCAL ENTITLEMENTS, REVENUES, EXPENDITURES
-	-	-	R	-	-	250	<i>450</i>	650	CERTIFICATION OF INTERIM REPORTS
-	-	-	R	-	-	250-CASH	<i>450-CASH</i>	650-CASH	CASHFLOW WORKSHEET
-	-	-	R	-	-	250A	<i>450A</i>	---	AVERAGE DAILY ATTENDANCE
-	-	-	R	-	-	250CS	<i>450CS</i>	650CS	CRITERIA & STANDARDS—INTERIM REPORTS
-	-	-	R*	-	-	201I	<i>401I</i>	601I	REVENUE, EXPENDITURE & CHANGES IN GENERAL FUND [CSSF] BALANCE
-	-	-	R*	-	-	202I	<i>402I</i>	602I	ADULT EDUCATION FUND
-	-	-	R*	-	-	203I	<i>403I</i>	603I	CAFETERIA SPECIAL REVENUE FUND
-	-	-	R*	-	-	204I	<i>404I</i>	---	CHILD DEVELOPMENT FUND

# J-200 Software User Guide

## ATTACHMENT G

### J-200/400/600 Forms List - continued

Process Modes						Form Number			Form Name
1	2	3	4	5	6	District	County	JPA	
-	-	-	R*	-	-	205I	<i>405I</i>	605I	DEFERRED MAINTENANCE FUND
-	-	-	R*	-	-	206I	<i>406I</i>	606I	PUPIL TRANSPORTATION EQUIPMENT FUND
-	-	-	R*	-	-	207I	<i>407I</i>	607I	SPECIAL RESERVE FUND (NON-CAPITAL PROJECTS)
-	-	-	R*	-	-	209I	<i>409I</i>	609I	SCHOOL BUS EMISSIONS REDUCTION FUND
-	-	-	R*	-	-	210I	<i>410I</i>	---	CHARTER SCHOOLS SPECIAL REVENUE FUND
-	-	-	R*	-	-	216I	<i>416I</i>	616I	BUILDING FUND
-	-	-	R*	-	-	217I	<i>417I</i>	---	CAPITAL FACILITIES FUND
-	-	-	R*	-	-	218I	<i>418I</i>	---	STATE SCHOOL BUILDING LEASE-PURCHASE FUND
-	-	-	R*	-	-	219I	<i>419I</i>	619I	SPECIAL RESERVE FUND (CAPITAL PROJECTS)
-	-	-	R*	-	-	220I	<i>420I</i>	---	COUNTY SCHOOL FACILITIES FUND
-	-	-	R*	-	-	226I	---	---	BOND INTEREST & REDEMPTION FUND
-	-	-	R*	-	-	227I	<i>427I</i>	---	TAX OVERRIDE FUND
-	-	-	R*	-	-	228I	<i>428I</i>	---	DEBT SERVICE FUND
-	-	-	R*	-	-	231I	<i>431I</i>	631I	CAFETERIA ENTERPRISE FUND/ACCOUNT
-	-	-	R*	-	-	232I	<i>432I</i>	---	ENTERPRISE FUND
-	-	-	R*	-	-	236I	<i>436I</i>	636I	SELF-INSURANCE FUND
-	-	-	R*	-	-	237I	<i>437I</i>	---	WAREHOUSE REVOLVING FUND
-	-	-	R*	-	-	241I	<i>441I</i>	---	ARTICLE XIII-B FUND
-	-	-	R*	-	-	242I	<i>442I</i>	---	FOUNDATION PRIVATE-PURPOSE TRUST FUND
-	-	-	R*	-	-	---	<i>443I</i>	---	FOREST RESERVE FUND
-	-	-	R*	-	-	244I	<i>444I</i>	644I	RETIREE BENEFITS FUND
-	-	-	-	R*	-	---	<i>451JUV</i>	---	JUVENILE COURT & COUNTY COMMUNITY SCHOOL ACCOUNT
-	-	-	R*	-	-	251MYP	<i>451MYP</i>	651MYP	MULTIYEAR PROJECTIONS
-	-	-	O	-	-	251RL	<i>451RL</i>	---	REVENUE LIMIT SUMMARY
-	-	-	-	R*	-	---	<i>451ROP</i>	---	REGIONAL OCCUPATIONAL PROGRAM
-	-	-	-	R*	-	380MAT	<i>580MAT</i>	780MAT	MATRIX
-	-	-	-	R*	-	380MTR	<i>580MTR</i>	780MTR	MATRIX TECHNICAL REVIEW CHECKLIST
O	O	O	O	O	O	CHG	<i>CHG</i>	CHG	CHANGE ORDER FORM

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